

## SENIOR COMPUTER OPERATOR

### DEFINITION

Operates and monitors system consoles, peripheral, and network equipment in the District's central computer operations center.

### TYPICAL DUTIES

Operates and monitors system consoles and related peripheral equipment controlling computer and network operations.

Assists in using systems management software to monitor computer and network operations at multiple sites and takes appropriate action in case of malfunction.

Sets-up jobs according to instructions, oversees their execution, maintains control of tapes and disks, and handles printed output.

Assists in maintaining records of computer and network usage and malfunctions.

Attends training courses in computer and network operations and receives on-the-job training in these areas.

Maintains a current knowledge of computer hardware and software updates by attending and participating in seminars, conferences, workshops, and other training sessions.

May provide work direction to assigned computer operations staff.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

A **Senior Computer Operator** operates and monitors computer system consoles, peripheral, and network equipment in the District's central computer operations center. Incumbents may also exercise lead responsibilities over assigned operations staff.

A **Computer Operations Shift Supervisor** is responsible for supervising, monitoring, and participating in the computer and network systems operations of an assigned shift in the District's central computer operations center.

A **Computer Operator** operates computer, peripheral, and network equipment used in the District's central computer operations center and receives training and entry-level assignments in computer system console operation and network control in preparation for promotion to a higher-level computer operator class.

### SUPERVISION

Immediate supervision is received from a Computer Operations Shift Supervisor or the Assistant Computer and Network Operations Manager. Work direction may be provided to Computer Operators.

## CLASS QUALIFICATIONS

### Knowledge of:

- Capabilities of servers, networks, and personal computers
- Information technology principles
- Interpretation of operating procedures and flowcharts
- Principles of business English, punctuation, spelling, and grammatical usage
- Principles of recordkeeping
- Capabilities of computer systems, software, and hardware common to a centralized computer center

### Ability to:

- Operate and monitor assigned system consoles and related peripheral equipment
- Work in a computing environment which requires concurrent processing of multiple tasks
- Think and act quickly
- Work under pressure of deadlines
- Interpret complex operating procedures and flowcharts
- Work effectively and cooperatively with other staff
- Keep detailed and accurate records
- Learn the characteristics of new computer systems, software, and hardware and update technical skills to adapt to changing technology
- Learn system console operation
- Learn basics of servers and networks operations

## ENTRANCE QUALIFICATIONS

### Education and Experience:

A. Graduation from high school or its equivalent **AND** one year of recent, full-time paid experience as a Computer Operator with the Los Angeles Community College District.

**OR**

B. Graduation from high school or its equivalent **AND** two years of recent, full-time paid experience in computer and/or network operations. Experience in a computer center serving multiple sites is desirable.

Completion of college-level coursework in computer science, information technology, or a related field is desirable.

### Physical Requirements:

Ability to lift and move items weighing up to 50 pounds