

TITLE: COMPUTER OPERATOR

CODE: 12625

GENERAL DESCRIPTION:

This is responsible computer operations work at the entry level involving the operation of an IBM 4381, or comparable computer and peripheral equipment.

Work involves responsibility for setting up and operating a computer according to instructions and standard procedures. Duties include maintaining records and distributing output. This position also has the responsibility for making routine scheduling and operational decisions. This work requires that the employee have good knowledge, skill and ability in computer operations.

SUPERVISION RECEIVED:

Works under the general supervision of the Data Processing Operations Administrator.

EXAMPLES OF DUTIES:

Runs computer operations, such as billing, payroll, labor distribution, stock inventory reports and related reports.

Sets up computer for operation and, from instructions, coordinates, controls and operates the computer and peripheral equipment.

Maintains operational logs and records such as machine utilization and performance and production reports.

Controls input and output. Distributes output. Maintains surveillance as required when equipment is in operation.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of computer operation principles and practices.

Some knowledge of the program operational requirements of District applications.

Good skill in the operation of the computer and peripheral equipment.

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Some ability to schedule and meet production requirements for computer output.

Good ability in oral and written communication.

Considerable ability to establish and maintain effective working relationships with coworkers and user departments.

QUALIFICATIONS:

A high school diploma or the equivalent and completion of a formal training course in computer operations plus one year of computer operations experience, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS:

None.