

COMPUTER OPERATOR/TECHNICIAN

DEFINITION

Under general supervision, operates a medium-sized mainframe computer, including peripheral equipment; operates mini and micro-computer systems; performs production job set-up and scheduling; does other related work as required.

EXAMPLES OF DUTIES

Operates a medium-sized computer, including peripheral equipment such as tape and disk drives, printers and teleprocessing equipment; operates mini and micro-computer systems; diagnoses malfunctions of hardware and software; performs job set-up functions, including scheduling production systems; processes data to defined standards and procedures; tests new applications; recommends changes in scheduling and design to more efficiently utilize data center resources; performs control functions as required; assists Computer Center Supervisor, Technical Support Staff, Programmers and Analysts in performing technical and non-technical tasks; performs minor preventive maintenance to peripheral devices; assists in maintaining tape library systems and job control libraries; assists in forms inventory and stocking; performs general housekeeping functions such as cleaning equipment, desk and floor surfaces.

EMPLOYMENT STANDARDS

Experience and Education: One year's experience in medium-sized mainframe computer operations, preferably in an IBM VM/VSE environment, and any combination of training and experience equivalent to an associate degree in computer operations.

Knowledges and Abilities: Ability to operate a medium-sized mainframe computer; mini and micro-computer systems; ability to detect malfunctions of equipment; ability to follow prescribed standards and procedures, both oral and written; ability to work effectively with others; knowledge of computer operations concepts and procedures.