

## JOB DESCRIPTION

TITLE COMPUTER OPERATOR

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	High school diploma or General Education Development (GED) certificate and two years experience. Basic computer skills are required (e.g., ability to use email).
Language Skills	Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
Mathematical Skills	Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
Certificate/License	N/A
Reasoning Ability	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment      The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO              Manager of Computer Operations

#### GENERAL RESPONSIBILITIES

1. Performs a variety of technical and skilled tasks in the operation of computers and related equipment and devices; to monitor system performance; to perform system back-up and maintenance procedures.

#### SPECIFIC RESPONSIBILITIES

1. Operates and monitors operations of the computer center.
2. Maintains the security of the computer area and associated form inventories.
3. Monitors and performs system backups, reloads, restores and file recovery procedures.
4. Processes and executes all jobs and performs quality control on output.
5. Assists in record keeping for all computer room consumable supplies, forms and media.
6. Maintains job logs.
7. Assists in developing and documenting standards and procedures for Operations.
8. Maintains the tape library, including updating of the online tape management system.
9. Maintains the department's Service Request Work Order database.
10. Monitors environmental conditions; diagnoses system problems.
11. Maintains the cleanliness of the computer room and equipment.
12. Performs other duties as assigned.