

SENIOR COMPUTER OPERATOR

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the operation of a computer and all peripheral equipment in conformance with programmed instructions. This class differs from that of Computer Operator by virtue of either partial supervisory responsibilities or the performance of more complex duties. Work is performed under the general supervision of a Computer Operations Supervisor or another higher level employee, with considerable leeway allowed for exercising independent judgment in accomplishing the duties of the position. At the Community College, an incumbent in this class may be required to provide assistance to students. Partial supervision may be exercised over the work of Computer Operators and clerical personnel.

TYPICAL WORK ACTIVITIES:

1. Monitors and controls the operation of a computer in conformance with programmed instructions, without direct supervision;
2. Assists in establishing program operating instructions and operating instruction documentation;
3. Operates the control consoles of the computer and other elements of the system including the input/output units;
4. Observes indicators on consoles and peripheral equipment and takes necessary steps to verify the proper functioning of the machine throughout production runs;
5. Analyzes machine stops and takes appropriate action;
6. Tests equipment prior to use;
7. Confers with programmers on projects as to procedures, machine time, rate of output and difficulties encountered;
8. Assists in checking out new programs and correcting program errors;
9. Maintains production and machine efficiency records;
10. Supervises the work of one or more Computer Operators and clerical personnel;
11. Provides training for new operators, programmers and clerical staff who have occasion to operate the computer;
12. Assists students in determination of their job control language problems;
13. Responds to user questions and resolves problems encountered by terminal operators in various locations;
14. Confers with supervisor on projects as to procedures, machine time, rate of output, and difficulties encountered;
15. Maintains computer supplies inventory;
16. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation of computers and peripheral equipment, including input/output card units; working knowledge of the concepts of operating systems; ability to verify proper functioning of machines during production runs; ability to understand and follow complex oral and written instructions; ability to supervise the work of others; initiative; resourcefulness; alertness; tact; courtesy; physical condition commensurate with the demands of the position.

SENIOR COMPUTER OPERATOR (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Completion of one (1) year of training in a program (e.g., Community College, BOCES, commercial school, private business, etc.) designed to prepare students to become computer operators and one (1) year of experience as a computer operator;
- OR: (B) Two (2) years of experience as a computer operator;
- OR: (C) An equivalent combination of the training and experience indicated in (A) and (B) above.

NOTE: A minimum of one (1) year of experience as a computer operator is required. Additional training may not be substituted for this experience.

DP0309

ADOPTED: 04/17/77

REVISED: 11/23/82

07/01/91