

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: COMPUTER OPERATOR

BASIC FUNCTION:

Under the direction of the Computer Operations Supervisor, operate various computers, software systems and related equipment following general instructions; distribute printed reports to appropriate department or personnel.

REPRESENTATIVE DUTIES:

Operate a data processing, mainframe or personal computer, various software systems and peripheral equipment according to system operations instructions. *E*

Operate the computer to run production jobs and back-ups of master file directories scheduled in accordance with system operations instructions. *E*

Monitor CPU and peripherals to produce proper output. *E*

Monitor usage of and maintain system resources including paper, disk space, processing power and others; maintain inventory of supplies as needed. *E*

Distribute output to departments as instructed; operate forms burster and decollator to prepare systems output for users; maintain back-up files and tapes as instructed. *E*

Maintain and clean computer and peripheral equipment; provide for proper working environment for data processing equipment. *E*

Execute programs from instructions on job sheets, assuring correct input is provided; mount tape reels during production runs. *E*

Provide assistance to user departments regarding special requests, output problems with respect to reports or special production runs; identify processor problems and attempt to resolve as possible. *E*

Monitor the Internet System as assigned; update as needed; train others in the proper use of the system; develop and maintain user mail accounts; correct problems as needed. *E*

Maintain various records and logs; maintain machine operating records. *E*

Report and correct, malfunctions of equipment, programs, or files as needed.

Perform related duties as assigned.

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Ewing & Company

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper operation of a data processing, personal and mainframe computer and its peripherals.
Methods of restoring the files and directories.
Methods of record-keeping and office practices and procedures.
Basic principles of computer technology.
Technical aspects of field of specialty.

ABILITY TO:

Read and interpret computer processing instructions and other detailed and precise written and oral operating instructions.
Operate various computers, software systems and peripheral equipment.
Monitor hardware and computer room conditions.
Meet schedules and time lines.
Maintain records and logs.
Understand and follow oral and written directions.
Work cooperatively with others.
Operate the Internet System as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience operating a computer or completion of an approved data processing course covering computer operations.

WORKING CONDITIONS:

ENVIRONMENT:

Computer room environment.
Excessive noise from computer operation.

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time.
Dexterity of hands and fingers to operate a computer keyboard and peripheral equipment.
Lifting light objects.
Kneeling or crouching to retrieve materials.
Reaching overhead, above the shoulders and horizontally to store or retrieve materials.

HAZARDS:

Extended viewing of computer monitor.