

SENIOR COMPUTER OPERATOR

Code No.: 3-01-033
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible technical position involving the operation, supervision, or assisting in the supervision of operations of a data processing system. When assigned to a smaller installation, employees of this class may assist a higher-ranking employee in the maintenance and operation of an in-service training program for new computer operators. The employee may also investigate cause of program halts and then make the necessary adjustments in order to resume operations. When assigned to a medium or large installation, the employee is restricted to the operation of the computer and defers program problems to the programming staff. Employees of this class work in a temperature controlled environment, are subject to constant equipment noise, and may work shifts. Work is performed in conformance with programmed operating procedures and schedules. Direct supervision is received from a higher-ranking employee. Supervision may be exercised over the work of Computer Operators and Computer Operator Trainees. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Assists in the solution of operations problems and make recommendations as necessary;

Operates a computer in the execution of a program or set of programs in a production run;

Operates a computer in the production of assemblies, compiles and special runs;

Supervises and instructs subordinate staff;

Checks adherence to production schedules;

Prepares production and machine efficiency records;

Determines reasons for halts during production runs and writes job abort ticket;

Operates peripheral equipment as needed;

Supervises Computer Operators and Computer Operator Trainees.

WHEN ASSIGNED TO THE CITY SCHOOL DISTRICT OR OTHER SMALL INSTALLATION, THE INCUMBENT ALSO:

Monitors run of new programs;

Monitors operation of equipment during production runs, determines reasons for program halts, and make adjustments, according to predetermined instructions, necessary to resume operations;

Maintains program libraries and inventory of computer room supplies;

Assists the supervisor in the maintenance and operation of an in-service training program for new computer operators.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the operation of data processing equipment; good knowledge of peripheral equipment necessary to process various projects; ability to understand and interpret written material; ability to keep accurate records and reports; ability to supervise and instruct subordinates; ability to work well with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- (A) Two (2) years of paid full-time or its part-time equivalent work experience in the operation of a computer; OR,
- (B) Graduation from a New York State recognized or regionally accredited college or university with an Associate's degree in Data Processing or Computer Science plus (1) year experience as defined in (A) above; OR,
- (C) Successful completion of a recognized course in computer operations such as training courses provided by the military, computer hardware vendors or consultants, or any other training course providing "hands on" computer hardware experience, plus one (1) year of experience as defined in (A) above.

Computer operation shall not include experience in the operation of a personal computer, microcomputer or any other self-contained unit.

NOTE: Applicants qualifying under option (C) must submit a certificate, diploma, or letter of confirmation in support of satisfactory program completion.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

REVISED: May 2, 1980

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