

## COMPUTER OPERATOR

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for operating a computer and related peripheral equipment and for monitoring the system performance utilizing a console and on-line terminals. The work is carried out in conformance with programmed instructions and involves prompt input of data to maintain system schedules, recognition of potential problems, initiation of corrective action and maintenance of required records. This position does not involve responsibility in the area of programming or system analysis. Work is performed under the general supervision of the department head or designated supervisor with leeway allowed for the exercise of independent judgment in routine matters. Supervision over others is not normally within the realm of this position. Shift work may be required in this position. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Operates the computer and peripheral equipment including input of data and removal of outputs as required by application systems;

Monitors ongoing operations by observing the consoles and on-line terminals, and determines whether the programs appear to be operating correctly;

Identifies system malfunctions and initiated corrective action within the scope of knowledge and authority, or seeks assistance from a supervisor when causes of problems are not apparent;

Receives messages from console and reacts in accordance with directions from systems software of applications program;

Monitors system backup procedures;

Changes and archives tapes, and maintains the tape library;

Scratches tapes as directed, to update the tape library;

Confers with technical staff when errors require a change in instruction or sequence of operations;

May operate printers and other equipment necessary to insure completion of work orders;

May keep records regarding computer equipment or the maintenance of stores and supplies.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation of an electronic data processing system;

Working knowledge of hardware operations scheduling, use of system commands and job execution;

Working knowledge of the use and general maintenance of computer hardware and peripheral equipment;

Working knowledge of the computer operations system, its utilization and potential;

Ability to read and interpret instructions relating to data coding and the execution of computer programs;

Ability to communicate effectively, both orally and in writing;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Completion of at least 60 semester credit hours at a regionally accredited or New York State registered college or university, including 12 credits in computer science or electronic data processing; OR
- B) Two years of paid experience in the operation of a computer;  
OR
- C) An equivalent combination of training and experience as defined by the limits of both A) and B) above.