

SENIOR COMPUTER OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for operating a computer and related peripheral equipment and for monitoring the system performance utilizing a console and on-line terminals. This class is distinguished from that of Computer Operator by virtue of either the complexity of the job being performed, by the interpretation of instructions and documents, or by responsibility for limited supervision of staff and work flow. The Senior Computer Operator is competent to work at the highest level of all computer operations phases. Work consists of maintaining a flow of work through the equipment according to schedule, monitoring of system performance by means of console and on-line terminals, recognizing problems and initiating corrective action, and ensuring proper maintenance of the equipment. The position does not involve responsibility in the area of programming or systems analysis. Work is performed under the general leeway allowed for the exercise of independent judgement. Supervision is exercised over the work of Computer Operators and Computer Operator Trainees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Operates or may supervise the operation of a computer and peripheral equipment including input of data and the removal of outputs as required by application systems;
Enforces standards and procedures for equipment operation, data and installation, security and troubleshooting;
Analyzes production problems of moderate difficulty and adjusts processing schedule to utilize available time until problems are corrected and reruns can be initiated;
Studies program operating instruction books to ascertain the proper operational procedure and the requirements of each project to be processed;
Oversees library functions and maintains operating records of machine performance and production reports;
Receives messages from console and reacts in accordance with directions from systems software or applications program;
Confers with technical staff when errors require a change in instructions or sequence of operations;
May assist in the scheduling of operations and the assigning of personnel to the various computer functions;
May be responsible for assuring that all work assigned is completed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation of an electronic data processing system; good knowledge of hardware, operations scheduling, job control language, use of system commands and job execution; good knowledge of the use and general maintenance of computer hardware and peripheral equipment; good knowledge of the computer operations, its utilization and potential; ability to read and interpret instructions relating to data coding and the execution of Computer programs; Ability to understand and interpret complex written material; Ability to react to error conditions and to follow documentation standards; Ability to establish priorities and maintain an effective work flow; Ability to communicate effectively, both orally and in writing; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTION: Current employees in the department having permanent competitive status as a Sr. Typist/Receptionist for eighteen (18) months.

OPEN COMPETITIVE: Either:

- (a) Completion of at least 60 semester credit hours at a regionally accredited or N.Y.S. registered college or university including 12 credits in computer science or electronic data processing, and one year of experience in the operation of a computer; or

- (b) Graduation from high school or possession of a high school equivalency diploma and three years experience in the operation of a computer; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

August 30, 2004

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