COMPUTER OPERATOR

Class Code: 1410
Job Family: Information Systems
Classification: Support Staff
Terms of Employment: Pay Grade 50 on the Support Staff Salary Schedule
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
Under general supervision, operates a large-scale computer system and related equipment in a multiprocessing, teleprocessing environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
1. Operates mainframe computer in a multi-concurrent task environment according to standard procedures and operational schedules.
2. Operates computer peripheral equipment to transfer data to and from computer and to convert data from one format to another.
3. Operates computer related equipment consisting of tape and disk storage units, high-speed line printers, multiple consoles, communications controllers, network controllers, optical mark reader, and laser printers.
4. Communicates with the computer operation in the system job control language.
5. Analyzes run documentation and instruction sheets to determine equipment setup and operating instructions for each program.
6. Provides backup for MIS help desk.
7. Updates logs and records with data indicating run times, equipment failures, etc.
8. Sets up or modifies job control statements as required to start or restart computer runs.
9. Responsible for timely, correct processing of production applications, and to determine within established guidelines, priority, and workflow of the shift.
10. Responsible for activation of network lines requested for on-line users.
11. Mounts reels and cartridges of magnetic tape into tape drives, loads paper in printers, loads documents into optical mark character reader.
12. Monitors the communication network to determine if each hardware component is functioning properly.
13. Analyzes program stoppages to determine whether problems are due to program error, hardware/software, human error, or environmental.
14. Contacts necessary users, support personnel, supervisors, managers, and vendors and provides corrective actions and schedules adjustments to ensure processing continuation.
15. Observes computer and peripheral equipment error indicators to detect a malfunction and to contact the appropriate repair service if problems cannot be cleared.
16. Responsible for unloading, rotating, and labeling magnetic data cartridges for pickup and delivery to offsite storage areas of in-house tape libraries.
17. Makes minor repairs, adjustments, and performs preventive maintenance on equipment by cleaning, replacing paper, ink, film, development solutions, vacuuming, etc.
18. Monitors security and systems fail-safe mechanisms for computer hardware.
19. Performs required security procedures to include admittance to the system location, the tapes and/or discs, and the system files to prevent unauthorized access to information.
20. Conforms to safety procedures as prescribed.
21. Performs other tasks related to the position as assigned.

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DISTINGUISHING CHARACTERISTICS:
Involves operating and monitoring multi-tasking mainframe computer, operating system, and related equipment.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):
1. Knowledge of information systems operations.
2. Knowledge of operating large scale, IBM, or compatible computer system.
4. Ability to read and interpret hexadecimal optical character recognition for NCR scanners.
5. Ability to operate computer and related equipment.
6. Ability to read and interpret complex material.
7. Ability to maintain confidentiality of information.
8. Ability to determine and set priorities.
9. Ability to meet predetermined deadlines.
10. Ability to learn and to apply established procedures.
11. Ability to communicate both orally and in writing.
12. Ability to use hand tools and test equipment.
13. Ability to troubleshoot hardware and software problems.
14. Ability to work flexible hours and shifts.
15. Ability to safely move and relocate heavy objects.
16. Ability to work cooperatively with employees and vendors.
17. Ability to recognize and report hazards and apply safe work methods.
18. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:
Education, Training, and Experience:
1. High school graduation or other equivalent, (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc).
2. Three (3) years experience in a computer/data processing operation, operating and maintaining a large-scale IBM computer and related equipment.

Licenses and Certificates:
None Specified

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:
1. High school graduation or other equivalent, (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:
Clark County School District Information Systems Department.

WORK ENVIRONMENT:
Strength: Medium/Heavy - Exert force 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-20 lbs., constantly; or a negligible amount of force to frequently lift, carry, push, pull, or move objects. May involve significant standing, walking, pushing, pulling, or carrying.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, talking, and hearing. Occasional climbing. Vision: Frequent near and far acuity, depth perception, focal length change, and color vision. Vision to read printed materials, a VDT screen, or other monitoring devices. Hearing and speech to communicate in person or over the telephone.
Environmental Conditions: Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods. Exposure to electrical shock hazards.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:  
Various computers, consoles, modems, tape drives, control units, optical mark scanners, forms deleavers, form bursters, electric staplers, copy machines, telephones, fax machines, laser printers, impact printers, etc.

An Affirmative Action/Equal Opportunity Employer
This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.