



<b>Position Title:</b>	Computer Operator III	<b>Job Code:</b>	4316-00E
<b>Reports To:</b>	Senior Group Manager	<b>Job Group:</b>	SNE
<b>Department:</b>	Computer Operations	<b>Salary Grade:</b>	11
<b>Prepared By/Date:</b>	Carol Flynn/05-2007	<b>FLSA Status:</b>	Non-Exempt
<b>Approved By/Date:</b>	Karl Herelman/07-2007		
<b>Revised:</b>	Jennifer C. Brito/5-4-2009		

### **Summary:**

Monitors and controls pre-defined schedules and procedures in the operation of a large scale computer system to ensure the smooth and successful execution and completion of all user initiated on-request jobs and production schedules.

### **Essential Duties and Responsibilities:**

- Assists in the planning, organizing, and scheduling of work for a particular shift.
- Operates proficiently all computer equipment in the computer center.
- Ensures that all production and maintenance batch jobs requiring serial execution are processed in order and as scheduled.
- Mounts tape cartridge, reel, and disk storage media; ensures the availability of interactive online systems; loads and aligns printer forms; submits batch jobs for processing; and performs bursting and decollating of computer forms as required.
- Monitors the mainframe computer system and relative online scheduling applications for job programs processed while ensuring their successful and uneventful completion on a continuously basis.
- Alerts the supervisor of any processing deviations, equipment failures, and critical environment conditions in the area. (i.e., power and a/c failures, security, etc.).
- Maintains accurately all operational forms and logs to control the production processing and equipment performance.
- Performs minor maintenance and cleaning of peripheral equipment as defined in the Operator Maintenance Schedule.
- Provides on-the-job training to other operators in the computer center.
- Assists during the acceptance of deliveries relative to computer paper, equipment, and other items.
- Maintains a safe and secure environment at all times.
- Performs problem and change management functions.
- Performs other job related tasks as required.

### **Knowledge, Skills and Abilities:**

- Knowledge in computer operations with heavy exposure to medium to large-scale computer systems and peripheral devices.
- Knowledge in the operation of Personal Computers and MS-Windows applications is desirable
- Ability to follow predefined procedures while processing production schedules
- Must possess good written and verbal communication skills.
- Ability to function in a team setting and to interact with supervisory and subordinate personnel in a professional and positive manner.
- Ability to follow and issue oral and written instructions.
- Ability to interact successfully with the end user community.

- Ability to work and communicate in a multi-ethnic/multi-cultural environment.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision. Depth perception and the ability to adjust focus.

**Essential Personnel:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Three (3) years of experience in computer operations with heavy exposure on medium to large scale computer systems and peripheral devices; or equivalent combination of experience and training in a vocational program with courses in Computer Science, including exposure to the interaction required with the end-user community
- Experience with operating systems under Z-OS/390/JES2 including knowledge of OS/JCL and interactive online applications similar to those currently used at the central computer facility  
Experience or course work using interactive programming aids such as TSO, SuperWylbur, ADABAS, CICS, VTAM and TRMS

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name