

# SCHOOL DISTRICT OF ESCAMBIA COUNTY

## JOB DESCRIPTION

### COMPUTER OPERATOR

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent or Vocational / Technical training in Information Services and a minimum of two (2) years experience in Enterprise System Computer Operations; or,
- (2) Associate's Degree in Information Systems may be substituted for the above requirement.
- (3) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and technical training in the use of computer hardware and software. Knowledge of computer operations and new technologies. Knowledge of operating systems. Ability to establish and maintain a positive working relationship with others. Ability to organize and prioritize activities. Ability to communicate effectively, both orally and in writing.

#### REPORTS TO:

Manager I - Systems, Communications and Operations

#### JOB GOAL

To set up, operate and ensure continuous processing of the District Enterprise System Computer Operations and peripheral equipment.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Interpret system and program instructions to run production and test jobs.
- \* (2) Operate Enterprise System Computer, computer terminals and microcomputers.
- \* (3) Ensure maximum utilization of computer system during assigned shift.
- \* (4) Maintain log of computer failures and notify supervisor of any failures.
- \* (5) Prepare computer output for customer distribution according to output specifications.
- \* (6) Operate forms finishing equipment such as decollate, burster and folder / sealer.

## **COMPUTER OPERATOR (Continued)**

- \* (7) Maintain computer equipment according to manufacturer provided operator instructions.
- \* (8) File, retrieve and maintain magnetic tapes.
- \* (9) Prepare magnetic tapes for off-site backup storage.
- \* (10) Keep operations area free of empty cartons, trimmings from report preparation and used computer supplies.
- \* (11) Maintain peripheral supplies for retrieval, processing and storage.

### **Inter / Intra-Agency Communication and Delivery**

- \* (12) Communicate effectively with staff and vendors.
- \* (13) Keep supervisor informed of potential problems or unusual events.
- \* (14) Respond to inquiries and concerns in a timely manner.

### **Employee Qualities / Responsibilities**

- \* (15) Demonstrate initiative in the performance of assigned responsibilities.
- \* (16) Provide for a safe and secure workplace.
- \* (17) Model and maintain high ethical standards.
- \* (18) Follow attendance, punctuality and proper dress rules.
- \* (19) Maintain confidentiality regarding school matters.
- \* (20) Maintain positive relationships with staff and vendors.
- \* (21) Participate in workshops and training sessions as required.

### **System Support**

- \* (22) Prepare all required reports and maintain all appropriate records.
- \* (23) Follow all School Board policies, rules and regulations.
- \* (24) Exhibit interpersonal skills to work as an effective team member.
- \* (25) Demonstrate support for the School District and its goals and priorities.
- (26) Perform other incidental tasks consistent with the goals and objectives of this position.

## **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

## **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

## **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

## **Job Description Supplement No. 07**

\*Essential Performance Responsibilities

**COMPUTER OPERATOR (Continued)**

**PROFESSIONAL SALARY SCHEDULE – PAY GRADE 17**

**Date of Board Approval: August 21, 2001**

**Date of Revision: April 21, 2009**