

SENIOR COMPUTER OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: Operates, monitors and controls the operation of a mainframe, mini- or micro-computer and peripheral equipment in conformance with programmed instructions. This is technical work involving responsibility for the operation of a computer and related peripheral equipment in a computer center. This position does not involve responsibilities in the area of programming or systems analysis. An employee in this class is responsible for maintaining individual controls over work flow, time schedules and distribution of completed data for the equipment, which requires the exercise of more than ordinary judgement based on experience. Although some of the duties performed are the same as Computer Operator, the duties generally require more experienced employees, who can handle the more complex details without referral to a supervisor. Work is performed under general supervision of the department head or other supervisor on routine assignments, in accordance with defined procedures. Supervision may be exercised over the work of Computer Operators or other subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Establishes and maintains schedules, and sets priorities for efficient utilization of the computer and related peripheral equipment;
Provides direction, training and guidance to Computer Operators;
Operates mainframe, mini- or micro-computers and related peripheral equipment in compiling and processing data for a variety of statistical and accounting reports;
Monitors operation of the computer, discs, printers, tape units, and communications equipment;
Analyzes computer operational problems of moderate difficulty, and initiates appropriate actions;
Ensures that correct programs and operating methods are employed in data manipulation;
Maintains production control and schedules records required for the efficient operation of the computer;
Checks work assigned to other shifts for completeness and accuracy;
Monitors inventory of necessary supplies and keeps supervisor informed of shortages;
Maintains a variety of records and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge in the use and operation of mainframe, mini- or micro-computers and related peripheral equipment; good knowledge of office terminology, procedures and equipment; ability to make moderate adjustments to computers and related peripheral equipment; ability to read and interpret instructions relating to data coding and execution of computer programming; ability to plan and supervise the work of others; ability to understand and interpret moderately complex written material; high degree of accuracy.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor Degree, including or supplemented by twelve (12) credit hours in the fields of computer science, computer technology, data processing or a closely related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree, including or supplemented by six (6) credit hours in the fields of computer science, computer technology, data processing or a closely related field **AND** two (2) years of technical experience in the operation of a mainframe, mini- or micro-computer and related peripheral equipment; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience, as described in (B) above; **OR**
- (D) An equivalent combination of training and experience, as defined by the limits of (A) through (C) above.

NOTE: Word processing or data entry experience is NOT considered qualifying experience. Technical experience tasks include preparing equipment to run jobs, mounting and removing tapes or disks, and occasionally troubleshooting programs or hardware during operation, or tasks of a similar nature.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.