



## 1507 COMPUTER OPERATOR

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### **Classification Summary**

Installs, operates and troubleshoots problems of the District's computer and network communications systems.

### **Supervisory Relationships**

Reports to the Computer and Information Services Coordinator

### **Distinguishing Characteristics**

Distinguished by the requirement for knowledge of computer and telecommunications systems operation.

### **Examples of Duties**

1. Install and operate data communications network. Define required system parameters by location, set up at computer center and location, and test for correct operation.
2. Train communications network users in proper operation of terminals, printers and transmission equipment.
3. Troubleshoot user and system problems to maximize system effectiveness. Obtain input from users on problem, access system to check parameters, trace and identify problem, and correct system errors
4. Set up, schedule and run production jobs for user departments to maximum system utilization. Print, burst and distribute completed runs.
5. Perform scheduled backup to protect system data.
6. Research and recommend new equipment purchases.
7. Perform basic maintenance and repair of system hardware in computer center and user locations. Arrange for vendor servicing of major repairs.
8. Maintain accurate records of equipment serial number, model and location.
9. Remain informed on communications system hardware and software technology through continuing education.
10. Perform related work as required.

### **Required Knowledge, Skills and Abilities**

1. Considerable knowledge of and ability to operate DECNET and VAX 8650 hardware systems.
2. Ability to identify, trace and resolve hardware/software operating problems.
3. Knowledge of and ability to operate network communications equipment, including multiple modems and serial and parallel port systems.
4. Ability to communicate effectively with system users, vendors, and programmer analysts.

### **Minimum Qualifications for Class Entry**

Successful completion of a two-year program in computer science or equivalent experience in computer operations. Network experience preferred.

### **Work Environment**

Work is performed in the computer center or at user location. Incumbents may be exposed to situations generating mental stress to meet deadlines; may be required to perform emergency repairs and batch production runs outside normal working hours.