



SAN JOAQUIN COUNTY OFFICE OF EDUCATION

Gaylord A. Nelson Education Center • 2901 Arch-Airport Road
Post Office Box 213030 • Stockton, California 95213-9030
Telephone (209) 468-4800

Job Description

POSITION TITLE:	<i>Computer Operator</i>	# 2170
SALARY PLACEMENT:	Range R, Classified Salary Schedule	

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Requires an Associate of Arts Degree in a computer-related technology or equivalent experience. Valid California driver's license required

MINIMUM EXPERIENCE:

Utilization of technology in a computing environment.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Knowledge of computing systems operations terminology; proper office methods and practices; personal computing operations and hardware; operational requirements of networked personal computer systems; personal computing applications including Word, Excel, and others; Apple Macintosh and Windows/DOS operating systems; modern computer techniques, methodologies, principles, and practices. Be flexible and receptive to change.

SUMMARY OF POSITION:

Under general direction of the Supervisor of Operations, performs a variety of tasks including operation of multi-processing computers and a variety of peripheral and communication equipment in the production of necessary reports, records and other documents; quality control of data and reports; job control setup and scheduling; office operations; organize, maintain, process and distribute reports. Ability to acquire necessary knowledge to operate electronic computer systems in a large data communications environment; operate and maintain networked personal computer systems; follow manuals and read complicated instructions; understand and carry out oral and written instructions; use appropriate and correct English, spelling, grammar and punctuation; perform arithmetic calculations with speed and accuracy; type at a rate required for successful job performance; operate a variety of standard office equipment; work independently; communicate effectively in written and oral form; establish and maintain effective work relationships with those contacted in the performance of required duties. Does related work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Operates and monitors computer systems and related equipment including; mainframes, mini computers, micro computers, personal computers, printers and other peripheral devices; controls the performance of multiprocessing systems in a large networked, data communications and telecommunications environment.

Computer Operator

Page 2

ESSENTIAL FUNCTIONS : (CONTINUED)

2. Creates, monitors and maintains operations documentation, material and supply inventories, and tape libraries.
3. Assists in the planing, organizing and coordinating of daily schedules for all computerized batch processing and job control set up.

4. Verifies and distributes for accuracy and completeness, all computer reports and output requested by users and the Data Center staff.
5. Responsible for the error logging, customer engineering or internal staff notification of all system hardware, software and application system problems.
6. Establishes and maintains accurate data records and filing systems to be used in the production and updating of relevant operational records and reports.
7. Maintains computer systems and peripheral devices at scheduled times or as necessary; monitors the computer room for the proper security and environmental temperature, humidity, and power controls.
8. Provides for a smooth shift change by adequately transitioning all activities to the next shift operator and securing other areas of the facility when appropriate.
9. Utilizes personal computing hardware and software, word-processing, spreadsheet, and database applications to perform basic duties including documentation, reporting, scheduling and user support.
10. May be required to assist operations during critical demand periods, emergency situations, or scheduled vacations.
11. Performs other related duties as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Exert high physical effort.
2. Walk and stand for considerable lengths of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Handle moderate to heavy pieces of equipment and lift up to fifty pounds.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment; to work outside of normal workdays and office hours to meet installation deadlines; and come in direct contact with SJCOE staff, district office staff, and the public.