COMPUTER OPERATOR I

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the operation of various electronic computers (mainframe and PC) and other data processing and/or peripheral equipment. The incumbent will operate and monitor the above equipment. The incumbent reports directly to the System Support Specialist and AS400 Specialist; supervision over others is not a responsibility of this position.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Operates and monitors the various electronic computers and related peripheral equipment in compiling and processing data for a variety of statistical and financial reports;
- Observes indicators on console and peripheral equipment, takes necessary steps to verify proper functioning of equipment throughout production runs and takes necessary steps in the event of a machine failure to insure schedules are met;
- Installs tapes on tape drives, maintains tape and/or disk directories as needed;
- Maintains printers as required;
- Assists in analyzing the flow of information between Computer Services and the various user departments;
- Assists in providing orientation and training sessions with regard to the preparation and application of data for computerization;
- Consults with superiors and reports problems and deviations affecting work and/or schedules;
- Performs various wiring functions utilizing Category 5 and Ethernet technology for the various network outlets as well as all twinaxial wiring for Windows NT workstations and AS400 devices on network;
- Assists with the preparation of documents such as tax bills, assessment rolls, etc.;
- Prepares written detailed directions documenting computer processes and instructions for software and hardware instructions;
- Assists with the preparation of systems and programs run by Computer Services and user departments;
- In accordance with specific program instructions, scans source documents, transcribes selected data directly into electronic form, verifies all such entries and makes any necessary changes, additions and/or corrections;
- Travels to and from various City off-site locations to install, test and repair computer-related equipment;
- May be required to attend formal training both on-site and off-site as necessary;
- Performs related work as required.
FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of the principles, techniques and concepts of the operation of an electronic computer and related peripheral data processing equipment;
- Working knowledge of installation of software, installation of hardware, wiring, and internal working of the computer system;
- Good knowledge of the requirements of computer operations, software and data communications;
- Good knowledge of the standards for the proper maintenance and repair of computer equipment;
- Good knowledge of database management and related database skills;
- Ability to follow written and oral instructions and directions;
- Ability to plan, organize and schedule computer operations effectively and efficiently;
- Ability to communicate effectively;
- Ability to work well with others;
- Poise;
- Tact;
- Resourcefulness;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

a. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate’s Degree in Computer Information Systems; OR

b. Graduation from high school or possession of a high school equivalency diploma and two (2) years of satisfactory full-time experience in the operation of an electronic computer and related peripheral data processing equipment.

SPECIAL NOTE: A valid NYS Driver’s License and use of personal vehicle is required at the time of appointment and for the duration of employment.

NOTE: This position requires light to medium weight lifting of PC’s, printers etc., and also requires the physical ability to install computer wiring as necessary.