CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

COMPUTER OPERATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, provide computer support for the District's centralized computer functions; and operate centralized computers and computer center equipment.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Operate mainframe and server systems and related peripheral equipment.

2. Monitor system consoles.

3. Provide technical assistance to users.

4. Train new operators and student assistants; assist in the supervision and evaluation of student assistants and hourly operators.

5. Diagnose mainframe, server, and process abnormalities and take appropriate action; troubleshoot terminal malfunctions.

6. Complete processing according to work calendars and schedules; complete post-processing, including decollating, bursting, and distributing reports.

7. Produce a variety of reports and documents, including financial aid disbursements, enrollment reports, and various mailers.

8. Back up production and system files; update and maintain archival magnetic tape management system.

9. Inventory computer stock and forms.

10. Perform file restoration and restart/recovery procedures.

11. Perform disk maintenance including renaming and deleting files.

12. Provide backup operator availability.

13. Provide support to computer users via telephone consultation.

14. Assist in the troubleshooting and resolution of problems with network and central computer access.

15. Learn and use new technologies required to remain current in the field.

16. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Principles and basic operations of modern computer systems and related peripheral equipment.
2. Computer operating systems including UNIX command shells and scripts.
3. Basic principles and methods of data communications.
4. File transfer technologies.
5. Operation and troubleshooting of data communications and other peripheral equipment such as terminals, emulators, and terminal servers.
6. Computer documentation techniques.

Ability to:

1. Operate computers and related equipment.
2. Use operating system utilities and commands to control computer processes and monitor system performance and status.
3. Detect and troubleshoot problems with operational processes and computer equipment.
4. Follow oral and written instructions.
5. Maintain confidentiality of all data, reports, and documents.
6. Work independently in the absence of supervision.
7. Communicate clearly and concisely, both orally and in writing.
8. Establish and maintain effective working relationships with those contacted in the course of work.
9. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in computer science or a related field.

Experience:

One year of experience in computer operations is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office

equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

7/12/94;

Adopted by Board of Trustees on October 20, 2015
Effective: October 21, 2015
Job Family: Management Information Services