

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Computer Operator

Unit: Office Technical

Page: 1 of 2

Job Code: J1401

Original Date: 07/2009

Last Revision: 04/2018

Staff Type: Classified

FLSA status: Non-Exempt

Salary Range: 16

DEFINITION

Under the general supervision of the Computer Operations Supervisor or assigned supervisor or manager; support the District's mainframe, central servers, and related peripheral equipment, including equipment that runs the District's administrative applications, as well as other operational tools, software, printers, and computer devices. Responsible for computer operations, report distribution, and tape library management. Provide direct operational services and assistance for all user departments at the District Office, College campuses, and Continuing Education sites.

EXAMPLE OF DUTIES

1. Operate computer systems to schedule and run daily production jobs, backups, and report output distribution in accordance with application development priorities and systems operations schedules.
2. Analyze and resolve hardware and software problems based on a documented procedures list.
3. Monitor computer production activities and various peripherals according to operations manual.
4. Identify and analyze computer or processing problems and resolve or escalate according to operations procedures and documentation. Arrange for repairs/maintenance with current vendors as needed.
5. Maintain backup files and tape libraries according to daily production schedule and department standards and procedures. Prepare disaster recovery backups for off-site storage daily.
6. Monitor CPU, production schedule, and peripherals to produce proper output.
7. Monitor use of system resources and inventory, such as paper, toner cartridges, and other resources or supplies as needed. Change or adjust resources as necessary.
8. Handle and distribute computer output as defined by processing schedule and operations manual.
9. Perform preventive maintenance as assigned for continued operations of computer systems and peripherals.
10. Provide assistance to user departments regarding special requests and output problems with respect to reports and special production runs.
11. Perform any other system monitoring activities as assigned.
12. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Computer applications, including email and other office applications.

Computer, server, and mainframe computer operations.

Handling duties, such as paper/forms loading and report distribution.

Operation of computer systems software and multiple computer peripheral devices, including various models of scanners and printers.

Oral and written communication skills.

Record-keeping techniques.
Tape library and back up file management.
Technical aspects of field of specialty.

Skills and Abilities:

Analyze and resolve hardware and software problems.
Communicate effectively both orally and in writing.
Error handling and recovery.
Establish and maintain effective working relationships with others.
Lift 45 pounds.
Maintain peripheral equipment, such as printers and tape library systems.
Operate and monitor multiple computer systems and peripheral devices concurrently.
Operate computers and business-related software.
Plan and schedule work priorities to meet schedules, deadlines, and emergencies.
Read and follow the Computer Room Guides and job scheduling software.
Understand and follow oral and written directions.

Training and Experience:

Any combination of training and experience equivalent to: an Associate's degree in a computer-related discipline and two years of recent experience as a computer operator or related data center experience.

License:

Valid California Driver's License and availability of a private vehicle.

WORKING CONDITIONS

Physical Requirements:

Category III. Sitting or standing for extended periods. Finger and hand dexterity for typing on a computer keyboard or changing maintenance kits or toner cartridges. Some medium-heavy lifting (30-45 pounds) of boxed computer forms and paper.

Environment:

Computer room environment, cooler than normal, excessive noise from computer equipment and air conditioners. May require extended periods working in front of computer display. May be required to work various shifts, including evenings, weekends, and holidays. Travel between District sites.