NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : COMPUTER OPERATOR II
Code: 030100 BPA
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Competitive

GENERAL STATEMENT OF DUTIES
Supervises and coordinates computer operations in a data processing center; performs related duties as required.

COMPLEXITY OF DUTIES
Under general supervision, coordinates and supervises personnel engaged in the scheduling and operating of data processing equipment.

TYPICAL DUTIES
1. Supervises and coordinates the work of personnel engaged in the performance of computer and related operations.
2. Prepares operation and production schedules for the computer and other data processing equipment.
3. Prepares and maintains time logs for use in determining computer usage, lapsed time and down time pertinent to charges and scheduling.
4. Assists in the development of studies for determining more efficient scheduling and analysis of data processing equipment usage.
5. Coordinates scheduling of machine time with departments requesting data processing services, and schedules changes due to emergencies and job priorities.
6. Operates complex computer consoles, reproducers, collator, sorters, interpreter, tape drives, printers, card readers and other peripheral equipment.
7. Reviews the quality of output to maintain the levels of quality control consistent with the objectives of the department.
8. Assists systems and programming personnel in developing and maintaining various systems libraries.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES
1. Considerable knowledge of operations and routine maintenance of computer consoles and peripheral equipment.
2. Considerable knowledge of computer capabilities and programming techniques.
3. Ability to plan and direct complex processes involving electronic computers and related data processing equipment.
4. Ability to analyze and develop improved techniques for scheduling computer usage.
5. Ability to supervise and coordinate departmental activities and the ability to exercise judgment and discretion in inter-departmental relationships.
6. Ability to understand and follow complex oral or written instructions.
7. Ability to express ideas clearly and concisely both orally and in writing.

MINIMUM QUALIFICATIONS
Training and Experience

Graduation from high school
and
Three years of satisfactory experience as a computer operator including one year in a supervisory capacity.

NOTE: Successful completion of courses in computer operation may be substituted for one year of the above experience. There is no substitution for the supervisory experience.