

[Go Back](#)

NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : COMPUTER OPERATOR III
Code: 030103 BPD
Page : 1 of 2
Competitive

GENERAL STATEMENT OF DUTIES

Performs responsible administrative and technical work in planning, directing and scheduling the operations of a data processing center; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the incumbent will be responsible for administering and maintaining the operating schedule of a particular shift of a multi-shift computer data processing center.

TYPICAL DUTIES

1. Assists in developing and maintaining electronic data processing system schedules.
2. Coordinates and directs subordinate supervisory personnel in providing optimum utilization and performance of computer tabulating machines, card punch, disc and tape drive operations.
3. Modifies and approves work schedules for computers and ancillary equipment.
4. Assigns priorities and authorizes emergency changes in schedules.
5. Reviews time allocating with various departmental representatives.
6. Initiates specific procedure peculiar to a particular shift, locale or usage, subject to approval of the Manager of Computer Operations, as required.
7. Operates consoles and related equipment in an emergency or for instructional purposes.
8. Establishes levels of quality control consistent with the objectives of the department.
9. Assists in the development of studies for determining more efficient scheduling and analysis of computers and related equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Thorough knowledge of the operations and maintenance of computer consoles and peripheral equipment.
2. Thorough knowledge of computer capabilities and programming techniques.
3. Ability to review and recommend necessary methods and procedures for maximum machine utilization.
4. Ability to represent the department at various levels, exercising judgment and discretion, in coordinating and scheduling data processing activities and priorities, and being able to amend those priorities when necessary.
5. Ability to supervise and direct subordinate supervisory personnel.
6. Ability to establish and maintain effective working relationships with associates, subordinates and general public.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school
and

Six years of satisfactory experience as a computer operator, including three years 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 supervising experience.

[Go Back](#)