

COMPUTER OPERATOR/PROGRAMMER

DEFINITION

Under general supervision, operates computer and miscellaneous peripherals in a centralized main frame setting; performs data control and related support work in addition to equipment operations; develops computer applications for processing business, administrative, instructional and student data; and performs related work as assigned.

CLASS CHARACTERISTICS

Responsibilities of this class combine hands-on mainframe operational duties and basic applications programming assignments in the Management Information Systems Department. This class differs from the Data Processing Operations Technician in that the latter provides a variety of technical and operations support for batch and on-line processing, but does not perform applications programming duties.

EXAMPLES OF DUTIES

Sets up tape drives, maintains tape library, initiates backup operations as required and revises tape library system for backups.

Operates the mainframe console and peripheral equipment to run batch jobs and/or initiates command files for later execution; interprets work plans and schedules.

Observes machine operations; analyzes operations and takes corrective action; checks input and output for general results.

Sets up and loads forms for printing and I/O processing.

Works with testing staff to scan, process and report testing results and grade assessments.

Sets up and executes command streams; writes computer programs and operational procedures to meet specifications outlined by system/programming staff.

Assists programming and analyst staff in computer programming activities.

Debugs and tests programs for new applications and revises programs for existing applications.

May assist in stock inventory as needed.

QUALIFICATIONS

Knowledge of:

Policies and procedures of service provision in a centralized data processing operations center.

Principals and operating procedures of electronic computers similar to the QSS series and/or current District mainframe and on-line operating systems.

Operating characteristics of various types of peripheral data processing equipment.

Principles and techniques of electronic computer programming and documentation.

COBOL programming language.

Disk Operating systems.

Skill in:

Operating computing and peripheral equipment with speed and accuracy.

Analyzing and resolving mainframe operational problems.

Keeping current with changing technology applicable to data processing field.

Analyzing situations accurately and adopting an effective course of action.

Solving abstract reasoning problems.

Programming for computer systems.

Gathering and analyzing data and identifying solutions.

Preparing clear, complete and concise reports.

Establishing and maintaining cooperative working relationships with those contacted in the course of work.

Education:

Equivalent to completion of high school with the addition of related post-secondary course work related to programming, information technology, data processing, computer science or a related field.

Experience:

Two years of experience in the operation of mini or mainframe-type computer systems. Additional experience as outlined above may be substituted for the education on a year-for-year basis.

Physical Demands:

Must possess mobility to work in a standard office and computer room setting and to use standard office equipment, including a computer and related peripheral equipment; strength to lift supplies and output weighing up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

N: 09/75

R: 03/80

R: 11/85

R: 12/88

R: 02/03