

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 7312
Approved by C.S.B.
January 2, 1991

COMPUTER SERVICES OPERATOR

DEFINITION

Under supervision operates an IBM mid-range or comparable computer system and all related component equipment including personal computers; provides problem determination and procedure maintenance; and performs other related work as required.

EXAMPLES OF DUTIES

1. Operates, inputs data and performs program/procedure maintenance on an IBM mid-range computer system.
2. May monitor and operate the system console.
3. Initiates menu generated file maintenance, batch processing, file backup and reporting.
4. Maintains operating methods and procedures as required.
5. Provides support to all system users including personal computer users.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school.

Experience: Three years of experience in the operation of an IBM mid-range computer system.

Knowledge

Knowledge of operator control language, disk operating systems and telecommunications systems; statistical and financial methods and procedures.

Ability

Ability to operate and perform minor procedure maintenance on an IBM mid-range computer system and input data with speed and accuracy; provide assistance, resource information and problem resolution on any system-related inquiries; monitor and operate the system console as required; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public.

Scheduling

Required to work staggered shifts to cover extended working day - will be assigned specific schedule for substantial time period but with flexibility to cover other employee absences and meet needs of the Bureau. May be required to work overtime.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

11/13/90