Computer Operator

Job Code 00007046

General Description
Responsible for operating the university’s mainframe computer system and associated peripheral equipment.

Examples of Duties
Backup system files to magnetic tape cartridges.
Transfer files from magnetic tape cartridges to disk drives.
Print output files to line and/or laser printers, loading, aligning, un-jamming, and replacing ribbons as necessary.
Mount tapes.
Monitor computer systems to ensure proper functioning. Maintain and clean laser and line printers.
Maintain user accounts.
Provide technical support.
Monitor the air conditioner and power distribution displays for deviations from normal readings.
Maintain security of computer centers.
Report system problems and malfunctions.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Procedures for fire alarms and warnings; word processing, E-mail, and phone utility software; system command language and text editor; open VMS operating system.

Skill in: Providing routine maintenance, cleaning, and replacement of parts in line and laser printers, and taking corrective action with printers as needed.

Ability to: Read written instructions, technical manuals, and logs on computer terminal; log events, computer maintenance, requests, and phone messages on shift; perform basic math to count inventory of supplies; interact courteously within department and with users; load and unload cassette and tape-reel drives; enable or disable writing ability of magnetic tape; maintain files of magnetic tapes.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements