# SENIOR COMPUTER OPERATOR

**DISTINGUISHING FEATURES OF THE CLASS**: This is a technical position involving responsibility for the efficient operation of an electronic computer system. An employee in this class monitors and controls the operation of an electronic computer system in conformance with programmed instruction. The work is performed under general supervision. Supervision is exercised over computer operators and may be exercised over supportive clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES**: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Monitors and operates an electronic computer and auxiliary equipment;

Trains personnel in the proper operation of an electronic computer, peripheral component and off-line auxiliary equipment;

Assists computer operators in analyzing and correcting more difficult error conditions;

Prepares training documentation for computer operators;

Monitors computer console and takes appropriate action to satisfy any messages requested;

Develops and analyzes new procedures;

Maintains clerical records incidental to the operation of an electronic computer system;

Notifies the appropriate personnel in the event of system or equipment failure;

Interacts with online customers concerning telecommunications, application programs, equipment faults and replacement;

May assist in the preparation of bids for computer supplies.

**FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES, AND PERSONAL CHARACTERISTICS**: Good knowledge of the operation of electronic computer systems and auxiliary equipment; working knowledge of the principles and applications of data processing; ability to understand and interpret technical operating manuals; ability to instruct others in the operation of the electronic computer system; ability to supervise others; ability to maintain records; mental alertness; tact; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS**: Either:

A. Graduation from a regionally accredited or New York State registered college with an Associate's Degree in Computer Science or a closely related field and one year of experience as a computer operator in a data center; **OR**

B. Graduation from high school or possession of an equivalency diploma and three (3) years of experience as a computer operator in a data center, **OR**

C. An equivalent combination of A and B above.

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| ULSTER COUNTY | Revised:  February 23, 1979 |
| 6100 SR CMP OP | Revised:  November 14, 1997 |
| Classification: Competitive | |
| Grade: 13 | |
| Union: CSEA | |