

## **Computer Operator/Programmer**

**General Statement of Duties:** This position involves technical work relating to the responsibility and operation of an electronic computer and related peripheral equipment in conformance with programmed instructions. Employees may provide technical assistance and support in day-to-day operation of computer terminals and user software. The position also involves responsibility of analyzing and modifying computer programs under the direction of the Director of Information Services. Performs related duties as required.

### **Examples of Work:** (*Illustrative only*)

- Operates an electronic computer and related peripheral equipment in compiling and processing data for a variety of statistical and accounting reports;
- Studies and maintains program operating instruction books to ascertain the proper operational procedure and the requirements of each project to be processed;
- Analyzes the flow of information between the data center and various departments;
- Integrates various functions and databases between the IBM Mainframe and microcomputer systems;
- Develops and document operational procedures;
- Maintains a library of documentation describing computer operations/runbooks;
- Consults with superiors and reports problems and deviations affecting workload and scheduling;
- Analyzes machine stops and takes appropriate action;
- Provides data entry support;
- May maintain supply inventories;
- Copies, collates, staples, binds, folds, and distributes materials via a print shop.

**Required Knowledges, Skills and Abilities:** Good knowledge of the use and operation of electronic computers, principles and practices used in the operation of computer peripheral equipment; ability to understand and interpret written material and instructions; ability to plan and supervise others; accuracy, ability to work independently; Working knowledge of electronic computer programming principles, techniques and concepts; working knowledge of systems analysis applicable to computer programming; ability translate and adapt administrative, statistical and financial data to programs for use in a data processing operation.

### **Acceptable Training and Experience:** Graduation from high school **AND**

- (A) One year of full-time satisfactory experience in the operation of an electronic computer and its related peripheral equipment **OR**
- (B) two year of general clerical experience **OR**
- (C) Any equivalent combination of training and experience as defined by the limits of A & B.