PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

SENIOR COMPUTER OPERATOR

DEFINITION
To maintain the efficient operation of an on-line data processing mainframe computer and peripheral equipment; to operate a high-speed data processing computer and auxiliary equipment; and to supervise and instruct lower level data processing staff.

DISTINGUISHING CHARACTERISTICS
This is the advanced journey level class in the Computer Operator series and is distinguished from the journey level class of Computer Operator by the complexity of the assigned duties and by the independence with which such duties are performed. In addition, incumbents of the senior level provide functional and technical supervision to lower level data processing staff.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Supervisor of Computer Operations.

Exercises functional and technical supervision over lower level data processing staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Interprets and implements operating instructions for computer production runs. Provides training and supervision to lower level data processing staff. Maintains a supplies inventory. Operates an on-line mainframe computer and all associated peripheral equipment, including disc drives, tape drives, card readers, high-speed printers, and other input and output media. Loads discs, tapes, and cards. Adjusts printer for specified formats and density. Bursts and decollates reports as necessary. Operates test scanners, sorters, bursters, collators, and tape cleaning equipment; Monitors the system; assists users with communications problems. Participates in the development and maintenance of data files. Validates back-up tapes. Keeps accurate system logs. Performs system backup and recovery procedures. Restores data files for program/system recovery. Performs related duties as assigned.

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
Senior Computer Operator (Continued)

QUALIFICATIONS
Knowledge and Abilities: Knowledge of principles, methods, and problems of operating an online and batch computer system and peripheral equipment. Knowledge of modern office methods, procedures and equipment, including computer related accounting and record-management systems. Knowledge of basic elements of computer programming utilizing COBOL programming language. Ability to supervise and train lower level data processing staff. Ability to read and follow program and system documentation and maintain system logs. Ability to work effectively in the absence of supervision. Ability to understand and follow oral and written directions. Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualify1ng. A typical way to obtain the knowledge and abilities would be:

Experience:
Two years of increasingly responsible computer operations experience.

Training:
Equivalent to the completion of the twelfth grade. Additional specialized training in computer operations or & related field is desirable.

Reviewed and Agreed to by:

Incumbent: _____ Date: