

COMPUTER OPERATIONS SPECIALIST

CLASS SUMMARY

Under supervisory direction, responsible for the operation, maintenance, and security of the District Computing Center and the Administrative Computing System. Serves as a liaison for administrative computing customers with IT staff and performs related duties as required.

REPRESENTATIVE DUTIES

Daily operation and maintenance of data center computer systems and peripheral equipment including; environmental, power control, high-speed publishing, data storage, and forms scanners. Support applications development by performing application program code compiles and job control code maintenance, testing and debugging; running and ensuring the accuracy of test and production jobs and related procedures; daily and weekly backup of systems and related databases; preparing and coordinating off-site storage; system initialization, databases reloads, file transfers, and troubleshooting and resolution of system malfunctions. Provide primary support for annual disaster recovery exercise. Assist administrative computing customers with information service requests and custom forms publishing; provide data center security and access control; act as operational liaison with data center vendors; and perform inventory control of data processing supplies and materials.

ORGANIZATIONAL RELATIONSHIPS

This position reports to District IT management responsible for computer operations.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

An Associate Degree in Information Systems or related field and three years of experience in computer operations. Certified training can be substituted for the educational requirement.

Knowledge and Abilities

Knowledge of: computer systems and peripheral devices, data center operations, disaster recovery, applications development support, and information processing control procedures.

COMPUTER OPERATIONS SPECIALIST cont'd

Ability to: operate multiple computer systems; read, comprehend and implement computer operations instructions; perform duties with minimal supervision; complete work accurately and on schedule; maintain effective and cooperative working relationship with IT staff and customers; follow written and oral instructions correctly; learn new systems and related procedures; communicate clearly and concisely; and be sensitive to the needs of administrative computing customers.

Able to lift 50 pounds and to use a computer workstation throughout the workday.