

<b>Computer Operations Specialist</b>	<b>Skill Level: 7</b>
<b>FLSA Status:</b> Non-exempt	<b>IPEDS:</b> 510

Job Purpose: Performs computer operations duties and coordinates the flow of work of computer operations activities.

Characteristic Duties and Responsibilities Essential functions for this position are on file in the Office of Human Resources for your information):

- Monitors and controls the computer to process administrative and academic data.
- Assists in developing work schedules for the computer and associated terminals.
- Codes and tests computer programs as needed.
- Monitors work input and output to insure it is correct and timely.
- Develops solutions to problems that occur in computer operations.
- Provides training for employees.
- Runs batch jobs and diagnoses problems.
- Prints various reports.
- Performs basic support for server and network issues.
- Monitors servers, networking, and environmental equipment to maximize availability of university computing resources.
- Maintains and upgrades the electrical wiring system for computer terminals and other associated equipment.
- Keeps records and makes reports.

Supplemental Functions:

All incumbents are expected to perform these functions except for those qualifying under the Americans with Disabilities Act for a reasonable accommodation. These functions may vary by institution. Incumbents may provide backup to various functions within the unit. Performs related work as assigned.

Direction Received:

Employees work under general supervision. Advice and guidance are available from the supervisor as needed for complex issues or exceptions to policy.

Direction Given:

N/A

Job Specifications:

Successful completion of two years of college including or supplemented by courses in computer science required. Experience in computer operations or related work required.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of computer operations, design techniques, and job control language.  
Knowledge of modern office practices and procedures.  
Ability to exercise good judgment in evaluating problem situations and in making decisions concerning hardware and software.  
Ability to establish and maintain work schedules.  
Ability to establish and maintain an effective working relationship with other employees.

Working Conditions/Physical Demands/Special Conditions:

Specific working conditions, physical demands and special conditions relative to this position are on file in the Office of Human Resources for your information

<u>Date</u>	<u>Skill</u>	<u>Evaluation</u>
5/2004	7	723022222

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The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position