

COMPUTER SYSTEMS OPERATOR

Function of Job:

Under supervision from designated supervisor, responsible for the operation of the central computer systems.

Characteristic Duties and Responsibilities:

1. Operate the central computer systems and attached or associated peripheral equipment.
2. Assist in the training of other computer system employees.
3. Prepare logs of backup tape usage, routine operator duties and fiche processing.
4. Report symptoms of failures of equipment or software to the shift supervisor, technicians or programmers as appropriate.
5. Continually monitor all input/output materials for damage or poor quality.
6. Perform standard maintenance tasks, such as cleaning tape drives, printers, and vacuuming.
7. Assist the shift supervisor on administrative and logistical problems.
8. Perform various clerical duties in connection with computer operation, tape usage, and tape library control.
9. Deliver paper and tape output to established drop-off locations as well as scanning to and from the selected vendor and perform other driving and delivery duties when necessary.
10. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

Manual dexterity and mechanical aptitude.

Ability to establish and maintain effective working relationships with computer users and vendors.

High school graduation or equivalent and one year of related work experience or higher education.

Willingness to work shifts and weekends.

Valid driver's license.

Additional Desirable Qualifications:

1. Additional training or experience in the operation of mainframe computers.

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System Approval

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Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.