

## LEAD COMPUTER SYSTEMS OPERATOR\*

### **Function of Job:**

Under general supervision from designated staff members or other designated supervisor, to be responsible for the scheduling, operation and maintenance of one shift of a large multiple-unit digital computer system.

### **Characteristic Duties and Responsibilities:**

1. Supervise an assigned shift.
2. Assist in solving problems with hardware/software and in overall system operation.
3. Supervise and independently perform operations in connection with the physical operation of a computer system and its associated equipment.
4. Supervise receipt of input materials and distribution of output materials.
5. Organize machine resources and schedule work of computer operations for assigned shift.
6. Prepare or supervise the preparation of reports pertaining to the operations of the computer system.
7. Supervise the proper keeping of records/logs pertaining to computer operations, tape usage and library maintenance.
8. Check the validity of the system, determine maintenance requirements and assist in the initiation/scheduling of engineering maintenance procedures with vendor engineers.
9. Assist in the supervision, training and evaluation of Computer Systems Operators and other support staff, as assigned.
10. Perform related duties, as assigned.

### **Minimum Acceptable Qualifications:**

1. High school graduation and two years of experience as a Computer Systems Operator or comparable experience on a multi-programming, time-sharing system comparable to that of college/university.
2. Good knowledge of computer operations.
3. Ability to deal effectively with computer users and vendor representatives.
4. Administrative/supervisory ability.
5. Willingness to adapt to a wide variety of work schedules/work shifts which may include weekends.

### **Additional Desirable Qualifications:**

1. Additional training or experience in the operation of computer equipment.
2. College/university course work in mathematics, programming or other relevant technical field.

7/13/98  
System Approval

7/13/98  
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.**

**\* Original approved 5/13/75 and revised 7/27/79. Revised from Computer Systems Operator III 8/9/94.**