

## **SWEETWATER UNION HIGH SCHOOL DISTRICT**

### **CLASS TITLE: COMPUTER OPERATOR/PROGRAMMER**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, operate a central computer and associated peripheral data processing equipment according to program instructions; assist in writing, modifying, testing and documenting computer programs.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Operate main computer and related peripheral equipment according to prescribed procedures; prepare equipment for operations; monitor equipment while in operation to assure proper performance; troubleshoot and correct stoppages as appropriate.

Print and prepare daily reports for distribution to users of auxiliary equipment; burst, and prepare continuous data processing reports for distribution.

Troubleshoot user procedural and equipment problems; resolve minor problems and refer major issue and concerns to appropriate staff.

Operate peripheral data processing equipment.

Participate in training sessions on new equipment and procedures; assist in communicating with users concerning procedures, production schedules and troubleshooting problems.

Maintain operating records, production schedules, and inventory of forms and supplies; receive stock shipments; rotate existing stock.

Secure equipment; maintain equipment and work areas in a clean and orderly manner.

Assist programming staff in maintaining, writing, modifying, testing and documenting computer programs.

Perform system backups; maintain system library.

Follow daily production schedule based upon routine and user requests.

Restore information from tapes as requested.

##### **OTHER DUTIES:**

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Computer operations, capabilities and limitations.

Operations of peripheral equipment.

Principles of computer systems.

Modern office practices.

Principles of applicable programs and programming procedures

**ABILITY TO:**

Use operating and programming skills.

Complete work on schedule.

Read and apply computer run instructions, procedures and charts.

Learn new operations and programming techniques.

Learn and effectively use Digital Command Language.

Operate auxiliary and peripheral equipment generally associated with data processing operations.

Follow oral and written instructions of a technical nature.

Communicate effectively, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college level course work in data processing, computer science, programming, or a related field and one year of experience operating a computer and peripheral equipment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a variety of computer equipment.

Seeing to read a variety of materials and view a computer monitor.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to install and repair hardware and software.

Lifting, carrying, pushing or pulling heavy objects as assigned by position.

Reaching overhead, horizontally and above the shoulder to install and repair hardware and software.

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*

Office-Technical Job Description

Adopted by BOT 1/25/03

**March 2006**

**Ewing & Company**