

# CITY OF SIMI VALLEY

## COMPUTER OPERATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general direction, oversees and maintains computer systems and equipment; assists computer system users with problems as needed; and performs a variety of tasks relative to assigned area of responsibility.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Operate and maintain the City's mainframe computers; schedule systems operations; monitor output and report distribution.
2. Participate in the preparation and distribution of reports to computer users.
3. Ensure the maintenance of adequate disk space on computers; adhere to disk storage procedures.
4. Perform designated system backups; perform file maintenance activities for computer systems.
5. Operate various technical equipment including but not limited to the burster and decollator devices; operate and run the letter inserter.
6. Troubleshoot computer hardware and software problems.
7. Install or replace computer terminals, printers, modems constat boxes and other related equipment.
8. Perform tape library functions by updating tape status and repairing magnetic tapes; clean tape drives as necessary.
9. Keep record logs for computer downtime; call field engineers, as necessary.
10. Assist in the development and maintenance of internal software applications and data processing procedures.
11. Set up new personal computers and assist users with problems.
12. Stock supply room with necessary paper and forms.
13. Perform related duties as required.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

Principles and practices of data processing.  
Methods and techniques of personal computer setup.

Principles and practices of computer systems.  
Modern office procedures, methods and equipment including computers.  
Operations of personal computer terminals and keyboards.

**Ability to:**

Analyze and resolve computer related systems problems.  
Troubleshoot a variety of computer operating problems.  
Operate a variety of electronic data processing equipment.  
Operate office equipment including computers.  
Adapt to changing technologies and learn functionality of new equipment and systems.  
Work irregular hours as needed.  
Understand and follow oral and written instructions.  
Work independently in the absence of supervision.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in computer science, data processing or a related field.

**Experience:**

Two years of increasingly responsible computer operating experience.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Office environment; exposure to computer screens, noise; work alone, work with machinery; work irregular work hours.

**Physical:** Sufficient physical ability necessary for standing or sitting for prolonged periods of time; heavy, moderate or light lifting and carrying; both hands required; use of fingers.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

**Hearing:** Hear in the normal audio range with or without correction.