

MORGAN STATE UNIVERSITY

JOB SPECIFICATON



IT COMPUTER OPERATOR SR

Class Code: 1227
Pay Range: 10

FLSA Code: N/E (Non-Exempt)

JOB SUMMARY

Under general supervision, performs complex duties in the operation of computers and peripheral equipment to process data with emphasis on the diagnosis and resolution of operational problems.

PRIMARY DUTIES

1. Performs preliminary diagnosis of problems and recommends changes in procedures.
2. Monitors system to sustain optimum production.
3. Minimizes conflict for resources.
4. Participates with design team to ensure operational compatibility of production systems.
5. Reviews production control requirements.
6. Assists in reviewing applications for impact on machine and operator workloads.
7. Performs all of the duties of a Computer Operator.

Note:

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

Morgan State University Job Specification
IT Computer Operator Sr
Page Two

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Three years in the operation of multi-user computers and peripheral equipment.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of computer operating systems, application systems, job control software and related hardware. Skill in the operation of computer consoles on-line terminals and peripheral equipment; in diagnosing operation problems. Ability to lift and transport computer supplies and equipment; to recognize computer system error messages and to take corrective action; to communicate effectively orally and in writing; to work independently; to work under pressure.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job.