

# MORGAN STATE UNIVERSITY JOB SPECIFICATON



## **IT COMPUTER OPERATOR LEAD**

Class Code: N1042

FLSA Code: N/E (Non-Exempt)

Pay Range: 11

## **JOB SUMMARY**

Under general supervision, serves as a lead worker to instruct, advise and check the work of computer operators.

## **PRIMARY DUTIES**

1. Provides guidance and training to computer operations personnel. Assists in determining work priorities, assigning work and evaluating subordinate's performance.
2. Sets up, coordinates and monitors computer to execute user demand and production jobs.
3. Assists in developing and writing operational procedures.
4. Assists in recommending changes to existing operational, production control, applications and systems instructions for production runs and maintenance.
5. Identifies, documents and reports operational problems. Follows up with appropriate personnel to ensure problem resolution.
6. Assists supervisor in overseeing shift activities.
7. Performs all of the duties of a Computer Operator Senior.

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**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.

**MINIMUM QUALIFICATIONS**

**EDUCATION:** High School Diploma or GED.

**EXPERIENCE:** Four 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 other related software. Skill in the operation of computer consoles, on-line terminals, and peripheral equipment; in diagnosing operational problems and selecting corrective action; ability to lift and transport computer supplies and equipment; to communicate effectively orally and in writing; to provide guidance and instruction to subordinate personnel.

**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.