

Class Concept

This is supervisory and managerial work in directing the activities relating to the operation of the mainframe and peripheral information systems equipment. Employees establish detailed schedules to utilize all equipment in the computer operations section to obtain maximum usage. Employees assign personnel to various operations, direct their activities, review and evaluate their work, and prepare performance reports.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of the operations, adjustment, and maintenance of the computer and peripheral equipment.
- Considerable knowledge of the capabilities, limitations, and performance of the computer and peripheral equipment.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Knowledge of computer operations using large scale computers with remote online terminals and systems servers.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to supervise employees in a manner conducive to full performance and high morale.

Minimum Education and Experience

Bachelor's degree in computer science, computer information systems, computer engineering, engineering or related technical degree from an appropriately accredited institution and two years progressive experience in the field of information technology including experience in Operations or Systems work; or

Bachelor's degree from an appropriately accredited institution and three years progressive experience in the field of information technology including operations or systems experience; or

Associate degree in computer information technology, computer engineering technology or networking technology from an appropriately accredited institution and three years of experience in operations/systems work or closely related area; or an equivalent combination of education and experience.