

## SCHOOL DISTRICT OF GADSDEN COUNTY

### JOB DESCRIPTION

#### COMPUTER SYSTEMS OPERATOR I

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent; and,
- (2) Minimum of three (3) years successful experience in the operation of a computer (excluding micro / personal type computers) and computer peripheral equipment; or,
- (3) Successful completion of a program of study from a vocational or technical school or data processing vendor in an area of data processing (excluding data entry) with a minimum of seven hundred twenty (720) classroom hours.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of system design and operation of computer systems. Knowledge of mainframe and the appropriate use in meeting District requirements. Ability to work independently and make competent decisions on matters affecting area of responsibility. Ability to trouble-shoot problems and implement corrective action procedures. Demonstrated oral and written communication skills.

**REPORTS TO:**

Deputy Superintendent

<p><b>JOB GOAL</b></p>
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<p>To be responsible for the operation of the AS/400 and all system peripheral equipment.</p>
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**SUPERVISES:**

N/A

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 12**

**COMPUTER SYSTEMS OPERATOR I (Continued)****PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \* (1) Download reports from Department of Education (DOE) as required.
- \* (2) Process batch jobs as required.
- \* (3) Monitor the system.
- \* (4) Perform minor equipment cleaning and report equipment malfunctions to appropriate persons.

**Employee Qualities / Responsibilities**

- \* (5) Maintain knowledge of development in the area of systems, hardware, software and telecommunications and incorporate new developments into future systems as directed.
- \* (6) Maintain a network of peer contacts through professional organizations.
- \* (7) Promote and support the professional growth of self and others.
- \* (8) Demonstrate initiative in the performance of assigned responsibilities.
- \* (9) Provide assistance and guidance as needed to other personnel as it relates to production and use of equipment.

**System Support**

- \* (10) Exhibit support for the district's vision, mission, goals and priorities.
- \* (11) Prepare all required reports and maintain all appropriate records.
- \* (12) Ensure that School Board policies and governmental regulations are consistently applied to assignment.
- (13) Perform other duties as assigned.

\*Essential Performance Responsibilities