



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 436.0

Job Title: **COMPUTER OPERATOR**

Pay Grade: 10

GENERAL SUMMARY:

Controls and monitors the daily operation of electronic computers and related peripheral equipment, including simple troubleshooting activities, report bursting and distribution and equipment set-up.

RESPONSIBILITIES:

- Operates and monitors appropriate computers and related peripherals according to established guidelines and procedures.
- Performs routine maintenance of computer room, supply room, and computers and their peripheral equipment.
- Performs simple troubleshooting activities.
- Provides report breakdown and distribution.

SPECIFICATIONS:

KNOWLEDGE:

Knowledge of grammar, spelling, punctuation and mathematical functions as might be acquired through specialized training of up to nine months of education or training beyond the high school level. May have simple vocational competence in the operation of mechanical or electronic equipment.

EXPERIENCE:

Six months of experience operating mainframe computers and peripheral equipment is required.

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

SPECIFICATIONS: (continued)

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls and answering simple questions.

PHYSICAL EFFORT:

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

- Computer Operator
- Senior Computer Operator
- Operations Supervisor
- Assistant Operations Manager
- Operations Manager

Effective: October 1990

Revised: March 1997