



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 436.2

Job Title: **SENIOR COMPUTER OPERATOR**

Pay Grade: 14

GENERAL SUMMARY:

Directs, controls, and monitors the operation of electronic computers and related peripheral equipment, including troubleshooting activities, subordinate/user training, and departmental administration.

RESPONSIBILITIES:

- Operates and monitors appropriate computers and related peripherals according to established guidelines and procedures.
- Provides subordinate/user operational training.
- Performs routine maintenance of computer equipment and peripherals.
- Performs troubleshooting activities.
- Provides guidance to lower level personnel.
- Performs basic departmental administrative activities.

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:

Two years of experience operating mainframe computers and peripheral equipment is required.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and procedures.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED: (continued)

Indirect Supervision:

No indirect reports.

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