

## AgriLife Position Description

Last Updated: 4/17/02

0314  
COMPUTER OPERATIONS SPECIALIST II  
11/01/01

### SUMMARY

**General Description:** Assists and performs limited routine operation and monitoring of various types of computer equipment used in routine data processing and computing operations in Computing and Information Services.

### DUTIES

**Typical:** Performs routine maintenance to include minor maintenance on printers, platters, and bursters (equipment); performs routine resource management procedures to include ordering supplies and inventory control; assists with securing tapes; assists with various production control functions such as form set up, data moving, and data retrieval; may perform routine job scheduling, job monitoring, submitting jobs, and separating month-end jobs for delivery; may assist with back-up operations; may support various routine printer operations such as printing, output distribution, and printing system startup and shutdown procedures; assists with bursting and decollation and security operations; trains entry-level Computer Operations Specialists to handle routine mail out functions; may assist with computer network operations; assists with various customer support functions such as planning and scheduling, troubleshooting, consultation, and status reports; assists with various computer operations documentation procedures; becomes familiar with general customer's needs to perform the job duties successfully; learns how to use standard references, resource, procedural materials, and assistance from more senior staff to resolve problems; develops an understanding of departmental or project quality standards; develops higher levels of technical skill and knowledge by participating in on-the-job-training, formal education, or other professional development activities; performs related duties as required.

### SUPERVISION

**Received:** General instruction and periodic review from administrative supervisor.  
**Given:** None.

### EDUCATION

**Required:** High school graduation supplemented by courses in computer equipment operation or any equivalent combination of training and experience.  
**Preferred:** None.

### EXPERIENCE

**Required:** Two years of experience in the operation of computer equipment and software.  
**Preferred:** None.

### KNOWLEDGE, ABILITIES AND SKILLS

**Typical:** types of computer equipment used in routine data processing and computing operations.