

AgriLife Classification Description

0342
COMPUTER EQUIPMENT OPERATOR III

SUMMARY

General Description: Operates and monitors electronic digital computers in complex data processing operations and/or operates a data communication network in Computing and Information Services.

DUTIES

Typical: Controls and monitors the operations of a large computer network which provides extensive time sharing resources; assists operators in the performance of complex computer operations; assists in the training of new employees and developing new procedures; keeps records and prepares reports on system and equipment usage and performance; refers to various publications to determine the meaning of status messages and responds accordingly; monitors operation of data communication network equipment and network computer console; prepares and maintains documentation of communications network configuration; participates in the development and application of adequate standards and procedures; performs related duties as required.

SUPERVISION

Received: General initial instruction and periodic review from Operations Manager, Computer Equipment Supervisor, or other administrative supervisor.

Given: Detailed initial instruction to and frequent review of Computer Operators and other data processing personnel.

EDUCATION

Required: High school graduation supplemented by courses in computer equipment operation or any equivalent combination of training and experience.

Preferred: Bachelor's degree in computer science.

EXPERIENCE

Required: Three years in the operation of computer equipment.

Preferred: None.

KNOWLEDGE, ABILITIES AND SKILLS

Typical: Use of computer equipment.