

# AgriLife Classification Description

Last Updated: 4/17/02

0354  
SMALL COMPUTER OPERATOR II  
11/01/01

## SUMMARY

**General Description:** Assists in the operation and administration of a microcomputer system or network.

## DUTIES

**Typical:** Assists department Small Computer Operations Supervisor or Microcomputer Specialist in network administration, including hardware and software installation, testing, and troubleshooting; provides administrative support for the department computer and/or network operations including establishing internal and external user accounts; converts computer files to other media; develops materials for external media; assists in training staff, faculty, and other users in software applications and operation of peripheral hardware; produces highly complex reports, tables, graphics, and other documents using advanced, non-standard software; may perform data entry and maintain data bases; performs related duties as required.

## SUPERVISION

**Received:** General instruction and periodic review from department Small Computer Operations Supervisor, Microcomputer Specialist, or other administrative supervisor.

**Given:** Detailed initial instruction and frequent review of Small Computer Operator I and other assigned support staff.

## EDUCATION

**Required:** High school graduation or any equivalent combination of training and experience.

**Preferred:** Vocational or corporate computer training on specific computer hardware and software.

## EXPERIENCE

**Required:** Two years in the operation of a microcomputer system or network.

**Preferred:** None.

## KNOWLEDGE, ABILITIES AND SKILLS

**Typical:** Use of microcomputers.