

**CLASS TITLE: PRINCIPAL COMPUTER OPERATOR  
URI**

**Class Code: 02796200**

**Pay Grade: 24A**

**EO: C**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for and to supervise the operations facilities of the University Computer Centers on an assigned shift; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the direction of a superior with latitude for independent judgement; work is generally reviewed on completion..

**SUPERVISION EXERCISED:** Supervises and directs the work of computer operators and peripheral equipment operators and students assigned to the shift.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To maintain computer and operator work schedules according to given priorities.

To insure that the operations facilities are secure and safe.

To assist in maintaining operations documentation and insure that computer operators are trained in the use of documentation and established procedures.

To assist in managing production inventories.

To prepare and submit computer jobs.

To prepare and initiate file, system and network backups and restores.

To maintain proper controls, processing and distribution of computer output.

To monitor the performance of the computing and data communication facilities.

To be responsible for the system and network logs, hardware and software diagnostic reports and related system integrity functions.

To perform diagnostic/resolution/escalation procedures.

To cover at service counters, desk facilities and operations phones.

To set up and operate various production equipment such as mailing machines, paper handling equipment, plotters, scanners and image equipment.

To maintain production inventories such as paper stock, printer products, tape libraries, etc.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of computer and network operating practices, procedures and techniques; a thorough knowledge of the operation of computer peripheral equipment; a working knowledge of computer capabilities and fundamentals; a working knowledge of computer programming techniques; the ability to think in terms of computer logic; the ability to interpret diagnostic messages and error conditions and make decisions based on this interpretation; the ability to supervise the work of subordinates; the ability to maintain effective working relations with others; the ability to communicate effectively both orally and in writing; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from high school supplemented with courses in computer operations; and

**Experience:** Such as may have been gained through: employment as a senior computer operator.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: September 20, 1992

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