

Wright State University
CLASSIFIED JOB SPECIFICATION
Computer Operator 3

I. JOB INFORMATION

Job Title: Computer Operator 3 (CS 17)

Job Class: 21413

FLSA Status: Non-Exempt

II. JOB SUMMARY

Under administrative direction uses independent judgment to operate multiple complex computer systems and associated equipment. Monitors console/system activities. Performs high level problem analysis and resolution.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Monitors and maintains console activities for systems. Operates, understands and utilizes software.
- Coordinates, delegates, and supervises shift duties and responsibilities to ensure completion of work.
- Provides work direction and guidance to other staff members. Assists with the hiring, supervising and training of junior and student operators.
- Analyzes operational problems/bottlenecks, regarding hardware, software, internal applications and environmental components. Recommends, implements, and documents solutions.
- Maintains, installs and operates peripheral equipment such as printers, tape drivers, terminals and multiplexers. Coordinates equipment maintenance, repair and cleaning procedures.
- Assists with creating and updating documentation.
- Prepares monthly status reports of accomplishments and problems.
- Serves as “essential personnel” in emergencies.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A high school diploma or GED and five years (FT) of related work experience OR, two years of post-secondary education and three years of (FT) related work experience.

V. WORKING CONDITIONS

Computer production environment. Requires moderate physical effort to include frequent lifting of up to 50 pounds.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

None

VIII. JOB SERIES

21400

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.