

Senior Computer Operator

SUMMARY:

Reports to the data processing manager and manages the organization's physical computer processing and distribution facilities, including the operation of the mainframe system and the scheduling and controlling of computer production runs. Resolves user problems and analyzes equipment requirements, hardware evaluation, and selection and systems design.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Works with programmers and operates computer to test new and modified programs, executes commands, observes operation, corrects errors and revises protocols to facilitate data input and eliminate down-time.
- Prepares or reviews production, operating, and down time records and reports, and recommends changes in programs, routines, and quality control standards to improve computer operating efficiency.
- Prepares operating procedures and issues written and oral instructions to computer operators to ensure maximum productivity and utilization of the computer capacity.
- Remains abreast of computer technology and trends and informs supervisor of potential improvements in the system that might enhance the organization's ability to deliver products and services to customers.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)