Senior Computer Operator - Job Standards

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

KNOWLEDGE OF WORK:
Understands how the computer system operates; input/output functions, report generation, maintenance, and backup
Knows protocols and operations schedule, and implements functions in accordance with requirements
Understands relationship between computer vendor, support services, and in-house operation and effectively utilizes support to maintain computer operation
Is computer literate; knows how to achieve results with minimum of supervision

QUALITY OF WORK:
Times and coordinates computer work flow to ensure all reports and operations occur as scheduled
Monitors operations to ensure maximum up-time and minimum inconvenience for users
Maintains computer logs, reports problems when encountered, works towards maximum operational efficiency

QUANTITY OF WORK:
Monitors system's operation for conformity to established protocols
Performs scheduled maintenance and inspections
Samples input/output from time to time to verify accuracy of data
Runs output reports and forms per schedule
Maintains activity log to track quantity of output/input and timeliness of operations in accordance with predetermined standard

PLANNING AND ORGANIZATION:
Prepares and posts all schedules concerning staffing, run times, maintenance, backup virus checking, conversions, and so forth
Advises all users in advance of plans to ensure optimum cooperation and preparation (i.e., conversions and software upgrades)
Maintains an orderly work area and filing system; a place for everything and everything in its place
Delegates effectively to subordinates to maximize effectiveness, productivity, and efficiency