

TITLE: COMPUTER OPERATOR
LEVEL: GRADE 9 \$16.70hr - \$22.91hr
DEPARTMENT: MANAGEMENT INFORMATION SYSTEMS

FUNCTION: Responsible for data processing and output distribution of all the major City financial operations (e.g. payroll, tax and utility billing, accounts payables, etc.). Responsible for the MIS Department's clerical/secretarial duties, as well as inventory monitoring and backup of computer systems.

SUPERVISION RECEIVED: Works under the general supervision of the MIS Director and/or Assistant Director.

SUPERVISION EXERCISED: None.

QUALIFICATIONS: Experience with personal computer operating system software and application software. Experience with personal computer hardware and peripherals. Experience with computer operations support in a network environment. Experience/exposure with end user support and training.

RESPONSIBILITIES: Data processing/output distribution of generate payroll checks, real estate, personal property, motor vehicle, water/sewer bills and reports. Responsible for accounts payable checks and reports.

Responsible for office operations, time sheets, purchase requisitions, filing, account expense tracking/reconciliation, employee time tracking, inventory monitoring, other clerical, etc.

Assists MIS analysts in troubleshooting computer systems. Diagnoses and resolves minor computer hardware/software problems.

EDUCATION AND EXPERIENCE: Educational/training qualifications equal to an Associate's Degree in computer science.

SPECIAL REQUIREMENTS: Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

TOOLS AND EQUIPMENT USED: Various computer hardware and software, telephone, fax and copy machines, scanners etc.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting. Hand/eye coordination is necessary to operate

machinery and various pieces of equipment.

While performing the duties of this job; the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms. The employee is frequently required to stand or walk. The employee must occasional lift and/or move up to 20 pounds. Specific vision abilities required by this job are close vision, distance vision depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works mainly in an office environment.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; and job-related tests may be required.

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.