

COMPUTER SYSTEM ADMINISTRATOR/OPERATOR
(Bargaining Unit Position)
(Range 37)

DEFINITION

Under the general supervision of the Director of Computer Services, install and maintain the HP3000 computer system; perform daily operation and system management of the HP3000 computer tasks; and to perform other related duties as required.

ESSENTIAL FUNCTIONS

- Perform daily operations tasks such as backup, payroll processing, and accounts payable processing;
- Install and support all third party software packages on the HP3000;
- Schedule and execute all system management tasks on the HP3000 such as updating of the Operating Systems, changing the configuration, monitor disk space, shutdown and startup;
- Install and maintain all end user tools such as EasyReporter;
- Administer, including access to the HP3000 and campus Email accounts;
- Provide for access of the HP3000 data from other campus servers and technologies;
- Report data in accordance with State reporting requirements (working with campus departments);
- Monitor performance of the components of the HP3000 and make recommendations to director to remedy any problems;
- Support campus processes and procedures in administrative, instructional, and student services;
- Investigate and troubleshoot data integrity problems as they affect campus departments;
- Monitor data uploads and downloads to and from the HP3000 to ensure timeliness and correctness;
- Create new operation processes when appropriate;
- Document operations procedures;
- Keep thorough records of process runs;
- Review output of operations processes for correctness and quality control;
- Anticipate and solve problems with little direction;
- Monitor use of and order supplies associated with the computer room;
- Perform other related duties as required;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of the staff and students, and of staff and students with physical and learning disabilities;
- Establish and maintain cooperative working relationships.

Physical Abilities:

- See for the purpose of reading laws and codes, rules and policies, and other printed matter;
- Hear and understand speech at normal levels;
- Understand and carry out oral and written directions;
- Speak so that others will be able to understand a normal in-person and telephone conversation;

- Work at a desk, conference table, or in meetings of various configurations;
- Lift and/or carry 15 pounds;
- Bend and twist, push and pull;
- Reach in all directions.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

DESIRABLE QUALIFICATIONS

Education:

Associate degree with emphasis in computer science.

Experience:

Two years of experience on HP3000.

Knowledge of:

- Data base management systems;
- Standard formats for file transfers;
- Basic operations of minicomputer;
- Operation of a personal computer;
- Personal computer word processing and spreadsheet software.

CCCUE Approval: 3/30/99
Board of Trustee Approval: 5/94, (Revised 3/10/99): 4/7/99

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