

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

COMPUTER OPERATOR

Required Qualifications:

- High school diploma
- Three (3) years of experience in computer operations or equivalent of training and experience
- Ability to perform tasks involving the intermittent performance of moderately physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling or crouching, and that may involve the lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (15-30 pounds)
- Valid Florida driver's license

Desired Qualifications:

- Experience in the operation of an IBM AS/400 or the current mainframe hardware in use by the district
- Experience with TERMS software package(s) or the current mainframe software package(s) in use by the district

Performance Responsibilities:

- Ensure timely processing of all mainframe computer applications
- Maintain and monitor the completion of computer processing logs and documents
- Monitor the operations of all computer systems and peripheral hardware
- Maintain a detailed understanding and knowledge of the job processing requirements and data flow for all applications
- Maintain computer operations procedure manual, audit logs and production schedules
- Develop local surveys and assist with scanning as needed
- Maintain backup procedures and disaster prevention systems and controls at the district office, offsite backup locations and the disaster recovery site
- Evaluate existing operating procedures and recommend improvements
- Coordinate hardware and software repair as needed with the appropriate service personnel
- Upgrade operating system software as needed
- Provide for the optimum utilization of all computing and associated hardware
- Maintain the computer room environment, i.e. air conditioning, humidity, UPS system, etc.
- Establish and maintain effective working relationship with departmental personnel, administration and the mainframe users
- Provide ongoing computer center security and access procedures and maintain related logs and records
- Maintain computer room inventories

- Coordinate the purchasing of computer room supplies
- Perform decollating and bursting operations of all reports and forms as required
- Distribute all completed reports and data files as requested
- Operate the district switchboard as required
- Perform other duties as assigned by the Supervisor of Technology and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Supervisor of Technology and/or designee

Evaluation:

Annual evaluation done by the Supervisor of Technology and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category B

Job Code:

82023

Board Approved: 04/15/97

Revised: 01/20/09, 03/03/09, 05/17/11, 06/10/14