

GRANITE SCHOOL DISTRICT
Classified Employee Job Description

Title _____ Systems Operator III _____

Supervisor's Title _____

Date Prepared _____ 3/99 _____ **Date Reviewed** _____ **Date Reviewed** _____

Employee/Incumbent Review ___ **Immediate Supervisor Review** ___ **GCEA Review** ___

Dept Aprvl _____ **HRM Aprvl** _____ **Superintendent Aprvl** _____

Location _____ **Lane** _____

Implementation Date _____ **ADA Review** _____

Job Summary

Serves as System Operator to multiple minicomputers which require, rebooting system, entering console commands, processing Jobs, distributing generated output and maintaining physical equipment. Backs up departmental systems including minicomputer and network servers. Tracks, rotates and arranges storage for backup tape library. Operates and maintains computer operations equipment including PCs, printers, micro-printer, burster, delever, document pressure sealer, DTC console, scanner and MODEMS. Maintains security for computer operations including building, computer room, equipment and payroll/accounting security. Maintains operations inventory.

Answers front desk and Help Desk phones before departmental hours and relieves front desk personnel as necessary. Serves as Help Desk personnel when necessary. Troubleshoots system problems for district and schools when necessary.

Essential Functions

Operates and Maintains department systems. Must understand system commands and utilities of HP minicomputers. Makes sure the system is operating each day for school and District office users. Reboots department systems including HP mini computer, Novell server, UNIX servers and NT servers when needed. Troubleshoots and resolves systems problems, contact department personnel when necessary.

Produces and tracks Data Information Requests. Submits Jobs for Data information. Tracks data information requests to completion including Jobs submitted by other department and district personnel. Produce output from Data information requests in multiple formats: print, disk, tape, electronic etc.

Backs up Department Systems including, IIP mini computers, Novell Servers, Unix Servers, and NT Servers. Maintains Tape Library. Ensures that backup tapes are properly labeled and stored. Rotates and records tapes. Manages and coordinates off-site data storage. Maintain supply of tape and order replacements when necessary.

Generates Payroll/Accounting. Processes accounts payable checks, reports and tapes. Processes payroll/directs deposit checks, reports and tapes. Processes government forms and reports including W2's and 1099's. Creates tapes for other accounting functions. Maintains security of accounting functions.

Archives historical data. Archive historical financial data for long term storage and retrieval by end users on optical storage system. Operates and maintains computer operations equipment. Operates a variety of computer operations equipment including PC, printer, micro-printer, burster, delever, document pressure sealer, DTC console, scanner and modem Maintains computer operations equipment and calls for service when necessary. On a periodic basis evaluates equipment life cycle and make recommendations for replacement.

Serves as Help Desk Personnel. Enters and retrieves work orders on help desk system. Answers Help Desk phone and helps solve stated problems. Supports Email System and creates and maintains Internet Email Accounts.

Maintains security for IS department in the District Office building including the computer room, accounting data and processes, district data and processes. Maintains operations inventory. Orders and monitors inventory of operation supplies.

Non-Essential Functions

Occasional other duties as assigned (within skill level).

Required Knowledge, Skill and Ability

Must be able to operate a variety of computer systems: HP mini computer, PC, printer, micr-printer, DTC console, scanners, modem, tape and disc drives. Must know the commands that control these systems. Must be able to operate a variety of computer operations equipment: bursters, delevers, and document pressure sealers. Must be skilled in oral and written communications, basic math and interpersonal relations. Must be able to work with minimal supervision.

Minimum Entrance Requirements for Training

Requires a High School Diploma or equivalent with one year additional training in the use of computers and computer systems.

Minimum Entrance Requirements for Prior Experience

Must have one year prior experience in a computer related field with demonstrated competence.

Note: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

Decision Making Authority

Must prioritize own work load. Determines and schedules equipment repair. Has significant input into decisions made by others.

Interaction with Other (Non-Supervisory)

Interacts with a variety of district and school personnel plus vendors and service personnel.

Supervision

N/A

Working Environment

Standard office condition prevail. Shift begins at 2:30 A.M. Some stress from printer noise and in meeting deadlines and resolving emergencies.

Physical Demand Characteristics

Must be able to lift or move up to 50 lbs.