

# COMPUTER OPERATOR I

## Information Technology Management Department

**PURPOSE:** Computer Operators perform scheduling and operator intervention activities on various mainframe computer systems. Incumbent will also be responsible for executing jobs, operating input and output devices, logging abnormal end (ABEND) incidents on computer systems, communicating status to staff and vendors, and for performing preventative maintenance on computer systems.

### ESSENTIAL FUNCTIONS:

- Configure Automatic Scheduler software to prepare job streams to execute at specific times.
- Log, troubleshoot, prepare and report equipment errors to staff and vendors.
- Operate various mainframe computers.
- Monitor all jobs that are run on computer systems.
- Monitor and restart servers when necessary.
- Configure and operate backup utilities.
- Operate various computer systems including but not limited to PCs, Unix machines, and IBM E-Servers.
- Maintain and clean printers, tape drives, and other job-related computer devices.
- Review and update manuals and disaster plans.
- Participate as part of an on-call rotation team.
- Draft job-related status reports.

### MINIMUM REQUIREMENTS:

1. One (1) year of experience as an operator of mainframe computers utilizing the VSE or MVS operating systems software.
2. Coursework in Information Technology studies from an accredited college or technical school is desirable.
3. Residence in the City of Milwaukee within six (6) months of appointment and throughout employment.

**Note: Equivalent combinations of experience and education may also be considered.**

### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to develop operational understanding of new computer equipment and software.
- Ability to develop functional understanding of Process Monitors.
- Ability to produce a computer operations schedule using an automated scheduler.
- Knowledge of E-Server processing, spool management, and backup procedures.
- Ability to develop functional understanding of IBM job control language.
- Ability to develop functional understanding of the Unix, NT, and Novell operating systems.
- Knowledge of IML and IPL technology.
- Knowledge of JCL and JECL.
- Ability to operate various mainframe computer systems.
- Ability to setup and operate backup utilities.
- Ability to keep customers and co-workers informed of work progress.
- Ability to produce job-related reports and presentations.
- Excellent verbal and written communication skills.
- Ability to transfer objects weighing up to 50 lbs unassisted.

**Note: Incumbent must participate in a rotating “on-call” technical support team. Coverage will include non-business hours and some holidays.**

**THE SALARY RANGE (500) IS: \$32,346 - \$35,639 annually.**

#05-047 JRS (SM) 5/6/05