

LEAD COMPUTER OPERATOR

GENERAL STATEMENT OF DUTIES: Supervises the activities of a computer system and related equipment of central data processing organization; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level technical employee, this class is responsible for the supervision of the computer operation procedures in the preparation of input and output processing. Work involves considerable independent technical judgment. An incumbent must also coordinate the technical computer work with the activities of other sections of data processing. Supervision is exercised over a number of lower level computer operators.

EXAMPLES OF WORK: (Illustrative Only)

Prepares and directs the preparation of control tapes and checks control data;

Compiles documents for computer operations;

Supervises the operation of a computer system and related equipment;

Revises or directs the revision of existing program to increase operating efficiency;

Trains subordinates in computer operations;

Diagnoses malfunctions of computer system and related equipment and makes adjustments where necessary;

Prepares records and reports.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the operations of a computer system and related equipment; thorough knowledge of modern office equipment, procedures and terminology; ability to understand and carry out oral and/or written directions; ability to plan and supervise the work of others; ability to read and interpret technical literature about changes in techniques and equipment; ability to prepare oral and/or written reports; sound judgment; initiative; resourcefulness; tact; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) graduation from a recognized college or university with a Bachelor's Degree and two years of experience in the operation of a computer, one year of which shall have been in a supervisory capacity; or (b) graduation from a post high school, county trade school or community college and four years of experience in the operation of a computer, one year of which shall have been in a supervisory capacity; or (c) six years of experience in the operation of a computer, one year of which shall have been in a supervisory capacity; or (d) a satisfactory equivalent combination of training and experience which shall include the one year in a supervisory capacity.

NOTE: The successful completion of an approved course in computer operations may be substituted for six months of appropriate experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.