

## **COMPUTER OPERATIONS SPECIALIST**

### **Definition**

Under general supervision, diagnose mechanical, electrical and system failures; install various components; maintain system logs and records; train clients in the use of new devices and train and supervise part-time staff as directed; other duties as required.

### **Examples of Duties**

Duties may include, but are not limited to, the following: Maintain and operate networked computer system with on-line terminals, work stations and personal computers; maintain system records for operations and maintenance; train users in the operation of computer systems; provide backup and restore functions for all data; perform scheduled and unscheduled maintenance on all computers and peripheral equipment; maintain all records associated with networked computer systems including, but not limited to, inventory of hardware and software vendors and other related areas; coordinate repairs and maintenance with contract vendors; other duties as required or necessary.

### **Employment Standards**

#### **Experience and Education**

Any combination equivalent to experience and education that likely provides the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

*Education:* Any combination equivalent to graduation from high school.

*Experience:* Experience in operating and maintaining networked computer systems with workstations and personal computers. At least two (2) years experience in personnel computer troubleshooting and repair. Must be willing to work overtime to accommodate special repairs and/or installations.

#### **Knowledge and Abilities**

*Knowledge of:* Operating systems and languages; operating procedures for computer systems; data storage procedures and techniques; report generation; computer logic and mathematics; troubleshooting techniques; printers, tape drives and other related peripherals; database management techniques.

*Ability to: Perform* backups and restores; diagnose trouble with mechanical and electronic system failures; restart systems; maintain detailed logs and records; communicate orally and in writing; understand and follow oral and written instructions; lift and move microcomputers and related equipment to install and maintain as necessary; supervise part-time personnel.

**License(s) and/or Certificate(s)**

Valid California Driver's License required at time of appointment, and have an acceptable driving record.