POSITION DESCRIPTION

TITLE: Computer Operator-IT and Records Assistance
LOCATION: Administrative Service Center (ASC)
REPORTS TO: Manager, Information Technology
DEPARTMENT: Information Technology (IT)

SUMMARY STATEMENT:
Under the supervision of the Manager of Information Technology, and at the direction of the Coordinator of Technology Projects and Services, the Lead Fiscal Coordinator, and the Lead Records Clerk, the Computer Operator/IT and Records Assistance position will provide computer input/output functions and see to the timely execution and printing of user jobs, as well as prepare equipment for distribution, prepare documents for filming/scanning, and provide general assistance to the Information Technology and Records Offices as needed.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public in person, by telephone, via E-mail, and in writing.
2. Operate the HP/Compaq Alpha computer, and the IBM RS600 computer (or other systems designated by the WESPaC software) utilizing Washington School Information Processing Cooperative (WSIPC) application software, including peripheral equipment utilized for job processing.
3. Track computer jobs for timely job throughput.
4. Perform backup operations, including tape management on WSIPC application hardware and other hardware as designated.
5. Prepare output for shipping and/or distribution by tape, file, or print (including bursting, decollating, logging, packaging and notifications).
6. Maintain confidentiality regarding information available in the computer and Record center.
7. Perform minor preventative maintenance of computers in computer room (vacuum printers, clean tape drives, etc.).
8. Interface with supervisor and WSIPC on hardware and system software issues.
9. Communicate with supervisor and vendors on repairs of equipment including printers and peripherals.
10. Communicate with staff and users regarding status of Computer Operations functions.
11. Order paper stock as necessary.
12. Prepare documents for filming and scanning.
13. Prepare equipment for distribution including inventory processes.
14. Must be able to travel to various locations as needed.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Vision (66-100%)  
Reaching (66-100%)  
Speaking (66-100%)  
Pushing/Pulling (66-100%)  
Hearing (66-100%)  
Bending/Stooping (66-100%)  
Sitting (Up to 33%)  
Writing (33-66%)  
Standing (33-66%)  
Lifting/Carrying up to 50 lbs. (33-66%)  
Walking (66-100%)  
Acceptable Attendance (66-100%)  
Driving (33-66%)  

Mental Demands Required:
- Reading Documents (66-100%)  
- Customer Contact (Up to 33%)  
- Verbal Communication (66-100%)  
- Problem Solving (66-100%)  
- Written Communication (33-66%)  
- Multiple Concurrent Tasks (66-100%)  
- Reasoning (66-100%)  
- Constant Interruptions (66-100%)  
- Detailed Work (66-100%)  
- Confidentiality (66-100%)  
- Math (33-66%)  

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  
(33-66%) = Frequently  
(Up to 33%) = Occasionally

Tools and Equipment Necessary:
HP/Compaq Alpha computer systems, IBM RS6000 computer system, any WESPaC system designated, Printing Services software, IBM PC (clone), telephone, copy machine, FAX machine, calculator, printers, and all other tools and equipment necessary to perform the essential functions as listed above.

Minimum Qualifications:
1. Must have a minimum of two years of successful experience and/or training in data processing and computer operations.
2. Demonstrated ability to work independently with minimum supervision.
3. Working knowledge of print processing applications preferred.
5. Demonstrated ability to communicate effectively with students, staff, and the general public.
6. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
7. Demonstrated organizational skills and a commitment to follow through.
8. Demonstrated ability to perform under conditions of constant interruptions and perform under deadline pressure.
9. Demonstrated ability to handle multiple priorities at one time.
10. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
11. Must be able to travel to various locations to accomplish tasks.
12. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

Variable Days Per Year (Includes Holidays)  
Variable Hrs. Per Day

PSE: ___________________________ Date: ________________

District: _________________________ Date: ________________

Revised Date: 08/05/2008  
Classification: Professional Technicians (PSE)  
Class: Class II  
Display on Web? Yes

Computer Operator-IT and Records Assistance