

MINICOMPUTER COORDINATOR

GENERAL STATEMENT OF DUTIES: Monitors and controls a computer by the operation of a mini computer system and related peripheral equipment in accordance with programmed instructions; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level technical employee, is responsible for performing procedures to maintain Optical Mark Reader and CAI mini computers. Position is responsible for monitoring, controlling, ordering, checking and storing information on a minicomputer system. Incumbent works primarily with student services information in the form of standard scanning sheets which contain grades, student attendance, class schedules, PSATS, and other New York State recognized tests. Incumbent maintains libraries of this data. No programming or system analysis is required of this position.

EXAMPLES OF WORK: (Illustrative Only)

Assembles and Catalogs programs related to the Optical Mark Reader (OMR);

Selects appropriate programs for scanning;

Proofs scanning input sheets for scanning acceptance;

Performs annual check of program library;

Produces reports of library contents;

Identifies mechanical problems with scanner and contacts appropriate agency for repair;

Monitors mini computer system to ensure availability to users;

Performs routine back-up procedure for mini system.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Working knowledge of minicomputer systems and their peripheral equipment; good knowledge of computer center's procedures used in storing programs; good knowledge of the operation, use and functions of a standard alphanumeric keyboard; familiarity with modern office procedures and terminology; ability to solve non-technical problems with the mini-computer system; ability to communicate effectively both orally and in writing; accuracy; reliability; physical conditions 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) one year work experience in the operation of data entry or computer equipment or; (b) satisfactory completion of an acceptable course in the operation of data entry or computer equipment may be credited on a month-for-month basis for the experience specified above.

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.