

SENIOR MINI COMPUTER COORDINATOR

GENERAL STATEMENT OF DUTIES: Oversees the operations of a mini-computer system and peripheral equipment, and provides support for related personal computer software applications; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Manager of Computer Operations, an incumbent of this class is responsible for overseeing the operations of a mini-computer scanning system and related peripherals equipment. The incumbent is involved in providing technical support to the scanning operations and other departmental users of personal computer based software.

EXAMPLES OF WORK: (Illustrative Only)

Oversees mini-computer-scanning operations;

Edits and maintains software for a mini-computer scanning system;

Provides technical support to users of personal computer based software (e.g. DOS, Lotus, Q&A, Scantools);

Maintains data files and produces statistical reports to support unit operations, (e.g. vehicle maintenance schedules, mileage, yearly bids);

Assists the Manager of Computer Operations (or similar level position) with routine tasks, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of mini-computer systems and their peripheral equipment; good knowledge of P.C. based software and software relating to optical scanning, mini-computer; ability to solve technical problems with both hardware and software on a mini-computer system; ability to communicate effectively both orally and in writing; familiarity with modern office procedures and terminology; good interpersonal skills; accuracy; reliability; 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) two years 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.