

CLASS TITLE: DATA CENTER OPERATOR

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for the operation of complex computers and application servers used for mission critical and legacy information systems and other related assigned duties.

ESSENTIAL TASKS:

- Monitors continuously operating multiple computer systems mainframes, minicomputers and file servers in the City of Tulsa's main data center for any anomalies, taking corrective action within limits outlined by system owners
- Maintains system operating schedules on multiple mission critical systems, notifying staff of problems and taking corrective action prescribed by application support staff
- Processes computer output of various systems monitored according to system documentation
- Manages City data storage archives to ensure back up and protection of data
- Performs preventive maintenance on systems and associated peripherals
- Maintains and prepares operations logs and reports utilized by management to resolve problems occurring between the systems interfaces
- Works with programmers and analysts to prevent and help recover system aborts and programming failures
- Monitors various environmental factors and controllers to insure proper conditions for mission critical information systems
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED); and five (5) years experience in computer operations; or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of applicable mainframes, minicomputers, and file servers and their operating environment; basic knowledge of programming languages and database systems; and some knowledge of general accounting and statistical practices. Ability to plan procedures details to accomplish desired results; ability to read and use written and numerical data rapidly and accurately; ability to locate errors quickly and to detect mechanical difficulties; ability to make decisions quickly and react in critical situations; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information. Skill in the use of personal computers with a working knowledge of the current operating system; and skill in the operation of a variety of computer equipment.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 25 pounds; occasional carrying and pushing up to 50 pounds; may be subject to sitting, walking, standing, reaching, balancing, bending, handling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is indoors; moderate noise and lower than normal temperatures; and subject to shift work and/or overtime, including weekends and holidays.

Class Code: 2590

EEO Code: N-03

Pay Code: IT-23

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Group: Clerical and Administrative
Series: Data Processing and Information Services

Effective Date: May 8, 2003