

Introduced by: Mayor
Date: Nov. 27, 1984
Vote: Unanimous
Action: Adopted

KENAI PENINSULA BOROUGH

RESOLUTION 84-192

AUTHORIZING THE ADDITION OF ONE COMPUTER OPERATOR/ENTRY LEVEL POSITION, GRADE 10, TO THE DATA PROCESSING DIVISION.

WHEREAS, the Kenai Peninsula Borough and School District are extremely dependent upon the automated information services provided by the Data Processing Division; and

WHEREAS, the utilization of these services has been growing at an increasing rate; and

WHEREAS, the dependence upon these services is also increasing; and

WHEREAS, the current work load on the existing equipment and staff now requires an average of over 39 hours of overtime each week; and

WHEREAS, periods of peak utilization occur frequently throughout the year; and

WHEREAS, there exists a need for operational staff coverage during periods of illnesses, vacations, and formal training;

NOW THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

Section 1. That a Computer Operator Entry Level position, Grade 10, is hereby established and authorized for the Data Processing Division.

Section 2. That the position description is as follows:

Position Description: Computer Operator Entry Level - Grade 10

Service Type: Classified

Definition:

Under the general direction and supervision of the Systems Coordinator, the Computer Operator is responsible for the day to day operation of the computer according to operating instructions.

Minimum Qualifications:

Qualifications for this position include graduation from an accredited high school or GED equivalent and at least six months paid experience as computer operator or computer operator entry level. This position also requires a mechanical aptitude, basic

mathematic competency, and a willingness to work flexible hours. Formal education in the data processing field may be substituted for experience on a month for month basis. Prior experience with Burroughs computer equipment is desirable.

Responsibilities:

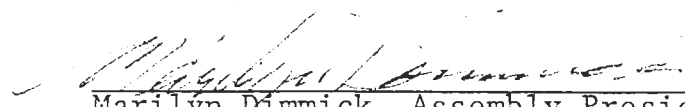
1. Monitors and controls Burroughs computer systems to process data according to operating instructions.
2. Sets control switches on computer and peripheral equipment, such as external memory, data communicating, synchronizing, input and output recording or display devices.
3. Integrate and operate equipment according to program, routines, subroutines, and data requirements specified in written operating instructions.
4. Selects and loads input and output units with materials, such as tapes or printout forms.
5. Observes machines and control panel on computer console for error lights, verification printouts and error messages.
6. Types alternate commands into computer console according to predetermined instructions to correct error or failure and resume operations.
7. Monitors and controls computer system's work load and priorities according to scheduling requirements.
8. Any additional duties that may occur as a result of the Data Processing Department work load and/or assigned by the Data Processing Manager or his designee.

Examination:

Evaluation of formal training and experience, mechanical aptitude and basic mathematics competency.

Section 3. That this resolution takes effect immediately upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH ON THIS 27th DAY OF November, 1984.


Marilyn Dimmick, Assembly President

ATTEST:


Acting Borough Clerk