

Duties:

Under the supervision of the Director, MIS, operate and control Town central computer equipment to produce complete and accurate data reports, and monitor multi-terminal PC network and School Department computer systems.

Understand and anticipate schedules and operation demands of user, including, but not limited to accounting, payroll, revenue, billing and collections, census reports, school reports, and parking tickets; plan sequence of job execution to maintain users' job efficiency; monitor and control communication network that links external departments to the mainframe; and oversee electronic payroll transfer to banks.

Operate equipment at main terminal to post data to accounts; create edits as necessary to make corrections; ensure that all work balances, making corrections to adjustments and kickouts; and generate reports, bills, checks or other output for use by departments following established cycles.

Monitor equipment during operation to ensure normal processing; research operating and systems problems, detecting source and resolving where possible; ensure all work generated balances to departments' totals; and make minor changes as required to Job Control Language (JCL) streams of instructions.

Work with various Town personnel to discuss aspects and resolve problems of production runs or requests for special reports. Serve as tape/file librarian, including maintaining proper backup files and appropriate historical logs. Perform other related duties as required.

Continuously update skills in operation of new systems and applications.

Basic Knowledge:

Equivalent to an Associate's Degree in Computer Science

Experience:

Requires at least 2-3 years of experience in computer operations.

Independent Action:

Under supervision, function independently within broad scope of established departmental policies and goals; refer specific problems to Director, MIS, such as questions or reports.

Supervisory Responsibility:

None

Physical and Environmental Standards:

- Normal office environment, not subject to extremes in temperatures, noise, odors etc.
- Regular interruptions to assist citizens.
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records, etc.
- Some travel by personal automobile to neighboring towns.