

SCHOOL DISTRICT SYSTEMS OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for planning, implementing and coordinating the daily performance of a school district computer operations. The incumbent performs computer operations, establishes procedures and schedules for equipment and provides training to personnel on the use of systems such as the WIN CAP System as necessary. The work is performed under general direction with considerable leeway provided for the use of independent judgment. Supervision will be exercised over subordinate personnel. Performs other duties as required.

TYPICAL WORK ACTIVITIES:

Coordinates and follows established procedures to execute the running and successful completion of computer programs, utilizing computer equipment, such as the WIN CAP System;

Acts as security administrator for program system and data applications;

Identifies system errors, potential problems and initiates corrective action where required;

Performs backup and recovery;

Acts as liaison with service agencies and program developers;

Responsible for analysis of the program system and applications for upgrades and/or PTF's;

Collects and transcribes data from a variety of sources for statistical and other reports as required by department administrators or outside agencies;

Creates specialized reports or menu options through Query or other available resources;

Provides technical instructions and support to employees, students and/or faculty on the operation of systems terminals, administrative and educational software;

Monitors operation of peripheral input and output devices within the computer center and external to the computer center, takes steps to verify proper functioning and assists users with

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corrective actions;

Follows established procedures and controls to insure adequate volume and accuracy of operations;

Implements data programs necessary for the proper update for applications or systems operations;

Performs other duties as specified by the director or immediate supervisor.

NOTE: The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of the operation and care of complex computer systems, including the WIN CAP System, pc's and peripheral equipment; good knowledge of administrative and educational software application; good knowledge of terminology required for the effective operation of programs; ability to respond and learn quickly hardware operations, scheduling, job control language and the use of systems commands and job executions; ability to initiate corrective action to computer problems; ability to follow oral and written instructions, ability to establish and maintain working relationships with program administrators and superiors; ability to plan, organize and supervise the work of others; good initiative; tact; and courtesy.

MINIMUM QUALIFICATIONS: Either:

- (A) A Bachelor's Degree from a regionally accredited or New York State registered college or university in computer sciences, data programming or a related field and one (1) year of experience in the operation of internally programmed electronic data processing equipment and various complex computer programs, such as the WIN CAP System;

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or

- (B) An Associate's Degree from a regionally accredited or New York State registered college or university in computer sciences, data programming or a related field and three (3) years of experience in the operation of internally programmed electronic data processing equipment and various complex computer applications, such as the WIN CAP System; or
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as indicated in (A) above; or
- (D) An equivalent combination of training and experience as defined by the limits of (A),(B) and (C) above.

NOTE: Accredited post high school coursework beyond the requirements in computer science, information technology, or a closely related field may be substituted for the required work experience on a basis of three (3) credits being equivalent to three (3) months of appropriate experience.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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