

CITY OF HAYWARD

DATA SYSTEMS OPERATOR

DEFINITION

To accurately and efficiently enter a variety of data; to generate computer run reports as requested from City departments; and to perform assorted clerical tasks as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Computer Operator/Analyst or the Library Systems Manager.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

1. Input a variety of data into computers via alphabetic and numeric keyboard; verify data to ensure accuracy.
2. Using bibliographic utility terminal, enter, update and transfer cataloging data on library materials into the master file in accordance with Library of Congress cataloging formats.
3. Assist operations by running reports on the computer and notify users when reports are ready.
4. Maintain thorough and accurate records of documents received and documents entered.
5. Perform troubleshooting on equipment prior to seeking supervisory or technical assistance.
6. Provide key contact with vendors regarding emergency situations in absence of Library Systems Manager.
7. Perform technical tasks related to system operations such as backing up the system.
8. Maintain general and computer related files.
9. Type letters, memos and documents, and perform related clerical duties as needed.
10. Answer phones and provide information to service users.
11. Perform related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- A. Data entry principles using computer remote terminals.

Ability to:

- B. Enter data in a timely and accurate manner using alphabetic and numeric input keyboards.
- C. Detect and correct faulty or incomplete information on input documents.
- D. Sustain close visual and mental attention in performing routine tasks.
- E. Learn and incorporate continually changing operation functions and procedures as dictated by technology and office needs.
- F. Work independently.
- G. Follow oral and written instructions.
- H. Perform simple arithmetic calculations.
- I. Learn and maintain new computer programs and/or procedures.
- J. Type accurately at a rate of 45 words per minute.
- K. Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of data entry experience in a computer terminal environment. Six months experience operating a UNISYS A 6 computer system desirable.

Training:

Equivalent to the completion of the twelfth grade.

PROBATIONARY PERIOD: Six months

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AAP GROUP: 16

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt