

## OPERATION'S TECHNICIAN

GENERAL STATEMENT OF DUTIES: Performs technical work involved in Mainframe operations and system production. Does all data processing related jobs as required.

SUPERVISION RECEIVED: Works under the general supervision of the data processing manager who assigns and reviews work for effectiveness.

SUPERVISION EXERCISED: Supervision is not a normal function of this position.

EXAMPLES OF PRINCIPAL DUTIES: An employee in this classification will perform any or all of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Modify JCL; File and catalog manipulation.
2. Schedules all computer batch and print jobs and controls printout distribution.
3. Power commands and IPL procedures (power up computer)- this requires knowledge of CICS and VTAM and the ability to determine what recovery procedures are necessary in the event of abnormal shutdown.
4. Inventory-maintains data processing inventory control, purchasing and distribution and projection of needs/costs.
5. Hardware Maintenance-PC's, printers, tape drives, COAX,-includes replacement of cards, replacement of cables and cable ends, cleaning read/write heads, and cleaning all mainframe peripherals.
6. Provides technical guidance to users, determines and resolves printer malfunctions; assists with program features/options and directs users toward correct job submittal.
7. DYNAM/T-manages tape library; performs backup procedures; control tape to fiche routing.
8. FCB's-gives system parameters for special print jobs.
9. Maintains system production batch scheduling; problem determination reports; catalog lists; and system log.
10. VTAM trouble shooting; varies appropriate network lines active/inactive.

11. Some structured programming.

12. Provides training and assistance to P.C. users.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILL AND ABILITY: Must be familiar with operating systems commands. Must be able to type at least 40 words per minute. Ability to communicate well with people. A desire to enhance their data processing skills.

EXPERIENCE AND TRAINING: 1 year PC experience required; Mainframe experience preferred; programming skills desirable. High school diploma or equivalent.