

SENIOR DATA PROCESSING EQUIPMENT OPERATOR

Department: General Services

Classification: Competitive

Specification Number: 2500

Approved: 3/29/24

Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a standard senior high school or possession of a high school equivalency diploma and two (2) years of experience in operating peripheral data processing equipment.

PROMOTIONAL

One (1) year of permanent competitive status as a Data Processing Equipment Operator.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title participates in the development of procedures and the maintenance of technical control of the work and participates in the data processing equipment operation. Work includes the development of schedules and designing and implementing procedures for equipment operations. Supervision may be exercised over a Data Processing Equipment Operator. Work is supervised by an administrative superior who instructs the employee and checks for the maintenance of production schedules. Does related work as required.

TYPICAL WORK ACTIVITIES

Develops production schedules for work projects and schedules;

Operates peripheral data processing equipment such as small computers, printers, and other related equipment;

Plans and implements applications of data processing according to the needs of the Town departments;

Makes adjustments as required to data processing equipment;

May supervise a Data Processing Equipment Operator;

May train an entry level Data Processing Equipment Operator.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the operation and capabilities of typical data processing equipment; good knowledge of the care of peripheral equipment; good knowledge of standard offices methods, practices and techniques; ability to operate a variety of data processing equipment and to make adjustments to the equipment; ability to work under the pressure of a deadline; ability to follow written and oral instructions; ability to communicate effectively both orally and in writing; physical condition commensurate with the demands of the position.