



**COMMUNITY COLLEGE
OF RHODE ISLAND**

Office of Human Resources

POSITION DESCRIPTION

TITLE: *Operator III*

LOCATION: *Information Technology*

REPORTS TO: *Operations Manager*

GRADE: *9*

BASIC FUNCTION: *Full knowledge of the activity of supervisor of operations. Duties of assigning, instructing, and checking work of those classified as Operators I and II.*

DUTIES AND RESPONSIBILITIES:

Performs all of the activities associated with the Operator II position.

Instructs, assigns, directs, and checks the work of the other Operators.

Coordinates the activities of the Operations section with the overall data processing department.

May act as Operations Supervisor/Controller in his/her absence.

Evaluates and rewrites, if necessary, Operations documentation in conjunction with the Operations Supervisor/Controller.

Maintains the Operations Procedure Manual.

To complete all of the responsibilities of the Operator I and II classifications.

To insure that all shifts are operating at their utmost efficiency.

To investigate all systems software problems and report results.

To insure that all logs are kept in proper order and that all other operators are aware of deficiencies in record keeping.

To complete those responsibilities as needed in the absence of the Operations Supervisor/Controller.

Knight Campus

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

QUALIFICATIONS:

Education: Associate Degree in Computer Science required (additional course work in Business Accounting, Management, and Personnel Relations preferred.)

Five years pertinent operations experience.

Or, a combination of the above that shall be substantially equivalent.

Meet all of the Qualifications of Operator I and II positions. Demonstrated ability to assure managerial responsibilities as needed.

Demonstrated in-depth knowledge of:

Tape Library Systems,

Program Libraries,

DOS and other utilities,

Virtual storage methods,

DATA BASE,

JCL,

and other procedures and data processing concepts that may be implemented at a large scale computer installation.

CCRI is an Equal Opportunity / Diversity Employer.

Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period.

TTY: (401) 825-2313.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor

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