

# The University of Texas at San Antonio

## Job Description

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Job Title: Senior Computer Operations Specialist  
Code: 19378  
Salary Grade: 56  
FLSA Status: Non-Exempt  
Department/Division: Infrastructure Services/Information Technology Support Services  
Reports To: Supervisor of Computer Operations

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## Summary

- **Function:** To monitor and control the operation of a large-scale computer network in advanced data processing and computational applications and to assist in optimizing work flow through the computer network.
- **Scope:** Responsible for processing and reporting performance data through use of electronic computer systems, generating reports on hardware and software system performance and assisting supervisors in optimal operation of a large-scale computer network.

## Duties

- **Typical:**
  1. Operates and monitors computers by responding to console messages and handling peripheral equipment, such as printers, storage devices, etc., in accordance with operating procedures and program instructions.
  2. Coordinates with university users to prepare production schedules. Maintains records of daily production activities.
  3. Maintains production supplies and ensures proper environmental controls.
  4. Assists users with system and network connectivity problems.
  5. Trains junior operators.
  6. Performs other duties as assigned.
- **Periodic:**
  1. Removes and stores or deletes output.

## Education

Required	Preferred
High school graduation or GED.	Associate's degree in computer operations.

### *Other Requirements*

<b>Required</b>	<b>Preferred</b>
Criminal Background Check (CBC).	N/A

### *Experience*

<b>Required</b>	<b>Preferred</b>
Three years of experience in the operation of high-speed digital computers and auxiliary equipment.	Prior experience in a similar hardware/software environment

### *Equipment*

<b>Required</b>	<b>Possible</b>
Advanced knowledge of electronic computer systems and associated equipment.	N/A

### *Working Conditions*

<b>Usual</b>	<b>Special</b>
Conditions associated with data processing installations.	May require working long periods of time.

### *Supervision*

<b>Received</b>	<b>Given</b>
General supervision as required from supervisory staff.	Conducts training and provides necessary supervision of junior computer operators.

### *Accuracy*

Accuracy required in following written and verbal operating instructions.
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### *Security Sensitive*

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
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### *Internal Control*

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
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