

JOB DESCRIPTION

TITLE: Computer Operations Coordinator

QUALIFICATIONS: Associate Degree in Data Processing, or  
High School graduate with Data Processing experience  
Experienced as a computer operator, preferably on  
Digital Equipment Corporation (DEC) PDP 11/44 RSTS/E  
Experienced with Systems 11 software applications  
Typing, Steno

REPORTS TO: Director of Computer Services

RESPONSIBILITIES: The Computer Operations Coordinator must be able to:

1. Interpret user needs in terms of computer applications programs by:
  - A. Providing an interface between software applications and users.
  - B. Providing services between computer center and users for registration, attendance, scheduling, grade reporting, payroll and budgeting
  - C. Setting up all user accounts and passwords.
2. Provide training for clerical personnel in the use of:
  - A. Computer terminals
  - B. Computer applications programs.
3. Maintain system operation at basic level by:
  - A. Scheduling preventative maintenance of CPU and line printer.
  - B. Calling for service on all other hardware--terminals, modems, multiplexors, data channels, scanners, and microcomputers--and maintaining a log of all service calls.
  - C. Backing up all files--weekly and end of year.
  - D. Shutting down system and bringing system up (especially in case of crash)

Computer Operations Coordinator

- E. Performing all end of the year procedures such as mass updating of grade, building, and new school calendar
4. Maintain attendance recordkeeping and reporting by:
  - A. Handling all aspects of elementary attendance and coordinating same with Wayne Computer Coop until elementary students are registered in Nutley's data base.
  - B. Printing monthly and yearly state attendance registers for all schools in the district.
  - C. Completing all state attendance reports.
5. Coordinate input and output of data by:
  - A. Handling all aspects of registration of elementary students in Nutley's data base.
  - B. Assisting with data input for scheduling, attendance, grade reporting, payroll, and budgeting.
  - C. Printing all high school and middle school schedules, reports cards, and lengthy reports on line printer.
6. Handle secretarial tasks such as typing all computer related:
  - A. Curriculum
  - B. State Reports
  - C. Purchase Orders
7. Distribute and maintain inventory of all computer hardware and software in the school district.
8. Address school calendar and successfully complete all other assignments to the best degree possible as assigned by the Director of Computer Services

Dated: November 19, 1984

11/19/84