

CITY OF GLENDALE

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| TITLE: | PC Operator | CLASS CODE: | 265 |
| REPORTS TO: | Various | GRADE: | 16 |
| DEPARTMENT: | Various | FLSA: | N |

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY:

Performs microcomputer operations including automating department databases, performing data entry, and training department users on system operations and applications.

ESSENTIAL FUNCTIONS:

1. Operates a microcomputer system including disk drives, printer, modem, backup units and other peripheral equipment.
2. Performs data entry and regular system backup and recovery procedures.
3. Generates and distributes automated reports, charts and graphs for department management.
4. Contacts hardware and software representatives regarding new equipment, problems and information.
5. Compiles information from various sources to be entered into the database.
6. Trains department employees and other users on programs, system operations, and applications.
7. Maintains files of reports generated.

SECONDARY FUNCTIONS:

8. Performs other related duties as required.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Microcomputer hardware and software operations.
Database management.

Ability to:

Prepare automated department reports and statistics.
Perform data entry with speed and accuracy.
Train others in hardware and software operation.
Establish and maintain effective working relationships with departmental users, vendors and other City staff.
Communicate effectively verbally and in writing.

WORKING CONDITIONS:

Office setting.

MINIMUM QUALIFICATIONS:

High school education and college level coursework in microcomputers and software applications and one year experience in the use of microcomputers and software packages used by the department of assignment.

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS:

None.