Lead Computer Operator

CITY OF BOULDER CITY
NEVADA

CLASS TITLE: **LEAD COMPUTER OPERATOR**

BASIC FUNCTION: This position performs data validation, data entry, data maintenance and computer operations. Established production schedules are necessary for many procedures including utility billing, payroll, accounts payable, accounts receivable, and general accounting reports.

DISTINGUISHING CHARACTERISTICS: This position reports to the Finance Director.

REPRESENTATIVE DUTIES:
(It is important to note that the duties listed below are representative only and are not intended to cover the full range or scope of duties in this class.)

1. Upon checking source documents for completeness and accuracy, uses a computer terminal to enter data into the computer in accordance with alphabetical and numerical codes to prepare reports and amend stored data.

2. Inspects computer output, and reports any deviations from the anticipated response.

3. Performs data queries regarding status of stored data and most current postings.

4. Records explanation for discrepancies found when checking data.

5. From instructions, operates electronic computers and peripheral equipment on established production runs.

6. Bursts, decollates, and distributes completed data processing reports.

7. Performs routine preventive maintenance of computer peripheral equipment.

8. Develops a computer run schedule, using input from departments.

9. Completes and monitors a daily schedule control to ensure desired results are accomplished within the required time limit.

10. Controls all jobs being run on AS/400 from various remote work stations, and responds to all system error messages from remote stations and assists operators with problems.

11. Trains operators in new procedures.

12. Acts as intermediary analyst for all departments to develop new software and modify existing software.

13. Provides programmer with complete and detailed outline for development and modification.

14. Reconciles leave balance report monthly to department balances, investigates any discrepancies, and requests and processes adjustments from payroll clerks.

15. Performs all computer processing procedures, data validation, data entry, and maintenance procedures for payroll, utility billing, accounts receivable, accounts payable, and the general ledger.

16. Orders and maintains all computer supplies, paper, special forms, checks, ribbons, backup tapes, and computer cleaning supplies.

17. May be required to attend meetings at the local, state or national level as the subject relates to this division.

18. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: Operation and care of computer equipment and peripherals (IBM AS/400, printers, PC's); data control and security procedures; data processing; office methods, and equipment with emphasis on computer data entry; basic accounting; basic English, spelling, and arithmetic.

ABILITY TO: Follow complex written and oral instructions; make mathematical computations; prepare and maintain records; interpret computer printouts and logs correctly; maintain effective relationships with City personnel; operate computer system and allied equipment; operate a computer terminal with accuracy and speed; compare and quality control names, numbers, and arithmetic calculations as entered into the computer terminal against the source document; communicate with other individuals both in person and over the telephone; work with minimal supervision.

EDUCATION AND EXPERIENCE: Any combination equivalent to: Graduation from high school or G.E.D. equivalent. Related courses in computer operation from a business, community college, or computer learning center and five years of experience in computer operation.

LICENSES: Valid State of Nevada Motor Vehicle Operator's License.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Responsibilities may include supervision and direction of clerical personnel in the Finance Department as well as direction to personnel in other departments relating to computer operations and training.

PHYSICAL EFFORT: Normal office environment.

CONTACTS:

- Staff from other City departments
- Co-workers and supervisors
- Vendors

WORKING CONDITIONS: Normal office environment.

NOTE: THIS CLASS IS NON EXEMPT UNDER FLSA PROVISIONS.

The City of Boulder City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Boulder City encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.