

**MACON-BIBB COUNTY GOVERNMENT
PLEASE POST FOR ALL POTENTIAL APPLICANTS TO READ**

POST DATES: 8/29/14 to 9/17/14

CLASSIFICATION TITLE: OPERATOR I

MINIMUM ANNUAL SALARY: \$24,866.03

WORK WEEK: SHIFT

LOCATION: IT/Mainframe Operations

DEPT. HEAD: Steve Masteller

WORK HOURS: VARY

() NEW REQUIREMENT

(X) REPLACEMENT

Job Summary: This position possesses a medium degree of technical knowledge, skills, and abilities; operates under the supervision of the Mainframe Operations Supervisor (MOS) concerning the execution of assigned tasks and instructions, Executes the assigned tasks to a high-quality level of work, ensures that tasks are completed as instructed on a timely basis, and reports progress to the MOS.

Duties and Responsibilities:

Operates mainframe for batch processing in order to meet user needs across multiple platforms, process all data and update user files; monitors system for errors, system backups, and. process checks for court systems and EOC.

Operates tape drives, printers, consoles, and bursters to complete production assignments, operates IBM printer to produce, daily, monthly, quarterly, and annual reports, and separates and organizes output from printer for distribution.

Loads and unloads tape drives for system backup and production, provides simple troubleshooting, customer service, and technical support for PC users.

Research, explore, and identify possible deficiencies and vulnerabilities within the computing system infrastructure and define and take corrective action(s) required to prevent and/or resolve these areas

Conducts scheduled and unscheduled planning and production meeting, and ensures that all system and network modifications are completely documented, and any support requests handled outside of the IT Helpdesk are logged accurately with the Helpdesk Manager.

Conduct research in an effort to continually enhance technical growth individually, within the department, and within the organization where applicable; and act as a mentor concerning professionalism and technical skill sets within the Department of IT, Macon-Bibb County, and external to Macon-Bibb County.

Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of mainframe operating fundamental concepts

Knowledge of interoperating mainframe console information

Knowledge of enterprise office automation and business software

Knowledge of trouble-shooting, testing, and monitoring concepts

Knowledge of methods and techniques of research, statistical analysis and report preparation

Skill in building professional relationships

Skill in effective time management
Skill concerning professionalism and courteousness
Ability to focus on achieving goals, including those involving external departments, agencies, and public
Ability to communicate effectively (verbal and written)
Ability to resolve problems in a timely, efficient and effective manner
Ability to follow verbal and written instruction
Ability to research, comprehend, and apply technical information when applicable

Minimum Qualifications

A Bachelor's degree in Computer Science, Mathematics, or a related field with (1) year of demonstrated mainframe experience; or an Associate's degree in similar course work in conjunction with IT-related credentials and (2) years of progressive mainframe experience.; or an equivalent combination of relevant education and experience deemed appropriate by the Director to provide sufficient knowledge, skills and abilities to successfully perform the duties and responsibilities of the position.

Special Requirements

Must possess a Class C driver's License.

Working Conditions

Typically works in temperature controlled office environment, barring infrequent field work
Minimum travel
High visibility of behavior
Moderate physical activity (lifting, stretching, standing)

If you feel you qualify for the above position apply online at www.maconbibb.us or in person at the Human Resources Department, Macon-Bibb County. Applicants who are not selected to fill the position will be notified by mail or email. Position openings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have an opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER