COMPUTER CONSULTANT/OPERATOR (S.W.G.C.)

NATURE OF WORK

This is senior level professional work in providing computer consultation services to faculty, staff and students and technical work in the operation of an electronic computer and peripheral equipment for the Sir Wilfred Grenfell College.

The employee of this class is responsible for providing assistance to faculty, staff and students in the utilization of computer facilities and for supervising complete computer operations. Work involves discussing programmer requirements, writing and debugging computer programmes, modifying programme packages and providing information on computer capabilities. Duties also include ensuring that computer is operating properly, preparing trouble reports and maintaining a machine log. Assignments are received in the form of verbal requests from users and computer operating instructions. Work is performed with considerable independence and is evaluated through conferences and evaluation of results.

ILLUSTRATIVE EXAMPLES OF WORK

Consults with faculty, staff and students regarding programme design and debugging, programme package modification, programming techniques and overall capabilities of computer facilities.

Discusses programme requirements with user, designs, develops, documents and implements programmes to meet user needs.

Reviews system operation and unusually difficult problems with technical systems staff; contacts manufacturers regarding system maintenance problems.

Makes recommendations regarding new and improved service routines, production techniques and possible modifications of or additions to equipment.

Schedules projects to be performed; determines priorities based upon time constraints.

Reads and studies professional literature and reports on computer technology to keep abreast of new technology and to maintain a working knowledge of the programmes, packages and services offered by the College.

Prepares documentation on programmes developed.

Operates a computer console to control an electronic computer and peripheral equipment; selects and loads programmes; selects, installs and dismounts tapes and discs; maintains a programme, tape and disc library.

Ensures adequate inventory of operational supplies such as paper and ribbons; maintains a log of work performed.

Performs related work as required.

REQUIREMENTS OF WORK

Considerable experience in the design and development of computer programs; graduation from a four-year college or university with major course work in computer science; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Considerable knowledge of the applicability of data processing to a variety of situations and processes.

Considerable knowledge of higher mathematics and the basic principles of the field of research in which assigned.

Considerable knowledge of the limitations, capabilities, uses and service requirements of electronic computer and allied equipment.

Considerable knowledge of electronic data processing coding practices necessary for programming instructions for an electronic computer and peripheral equipment.

Considerable knowledge of machine language programming.

Knowledge of block diagramming, flow charting and procedural report presentation.

Ability to analyse and interpret complex problems in the areas of research, teaching and administrative systems and propose viable solutions.

Ability to write efficient program code to address complex requirements, using a variety of computer resources and languages.

Ability to organize work independently and to complete assignments in accordance with general industry standards.

Ability to impart information and express ideas effectively, both orally and in writing.

Ability to deal with clients in a co-operative, courteous and professional manner.

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