**JOB DESCRIPTION**

**Computer Operator Supervisor**

**Definition of Class**
Incumbent is responsible for supervising, coordinating the activities of the University's computer operators and ensuring supplies are adequately stocked for effective computer operation.

**Examples of Work Performed**
Supervises and directs the activities of all senior, full-time and part-time operators in the department on a 7-day/24-hours-a-day basis.

Orders supplies and equipment.

Reviews operational policies and procedures; helps develop new procedures according to personnel/system needs; coordinates the implementation of policy and procedures between day, evening, and night shifts.

Implements new software changes and prepares new documentation as needed.

Serves as back up to the Security Systems Manager.

Serves as back up to the Computer Applications Specialist.

Serves as backup to the Operations Manager.

Maintains Operations web page.

Performs related or similar duties as required or assigned.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Supervises all computer operators in the department.
2. Reviews, develops, and coordinates the implementation of operational policies and procedures.
3. Backs up security systems manager and the Computer Applications Specialist and the Operations Manager.
4. Implements new software changes and prepares new Operations documentation as needed.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Department of
Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 100 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to use hands to finger, handle or feel objects, tools or controls. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; sit; and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:**
  Graduation from a standard four-year high school or equivalent (GED).

  AND

- **Experience:**
  Two (2) years of experience related to the above described duties.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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