

**DEPARTMENT OF ADMINISTRATIVE SERVICES
JOB OPPORTUNITY
COMPUTER OPERATIONS SUPERVISOR - 3830
OPERATIONS SERVICES DIVISION**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public

Location: 101 East River Drive, East Hartford, CT

Job Posting No. 3830

Hours: 35 Hour Work Week

Salary: \$62,203 (EU 26)

Closing Date: January 12, 2012

Eligibility Requirement: Candidates must have applied for and passed the Computer Operations Supervisor exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicant will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

The Department of Administrative Services is seeking a results-oriented team player with good leadership, communication and interpersonal skills for a Computer Operations Supervisor position assigned to the Bureau of Enterprise Systems and Technology/Operations Services Division in East Hartford.

Candidates will be accountable to demonstrate considerable knowledge of the principles, problems, techniques and all aspects of computer operations within a Data Center Environment, as a working supervisor and be accountable for supervising Computer Operator specialists and related staff as required. The work schedule will be Wednesday - Saturday night shift from 10:30 pm to 7:45 am.

Position Responsibilities:

This position is the single on-site Operator Supervisor responsible for all of the Data Center Infrastructure support equipment and escalation on the off-shift. Examples of these duties are: Monitor and responding to alarms for: Uninterrupted Power Supply, Wet Jar Batteries, Computer Room Air Conditioners, Automatic Transfer Switches, Generators, Fire Suppression and Detection. This position is assigned to the Enterprise Data Center which controls the operation of a large-scale 24-hour Data Processing computer installation. Responsible for proactive/reactive situations that would degrade system performance by analyzing and interpreting hardware/software console messages in a multi-platform operating systems environment. Responsible for Off-Prime Enterprise-wide scheduling, providing Off-Prime Service-Desk coverage/support during State of Connecticut Closings, weekends and Holidays. Supervise technical and clerical staff as assigned.

Desired skills would be: Background in ESP, CA Spool, CA Scheduler, Cybermation, CoreCt eProcurement, Tape Library, Automated Tape Library, ITIL/ ITSM, knowledge of IBM mainframe, Dispatch, TSO/SPF, Linux, previous Team or Project lead responsibilities.

Knowledge, Skills and Abilities:

Considerable knowledge of principles, problems and techniques of operating electronic data processing computer equipment in various data processing environments; considerable knowledge of computer input/output media and data control methods; considerable knowledge of multi-programming computer operations and methods of preparing work for processing; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to schedule, run and monitor jobs and to diagnose errors and conflicts with the execution of programs; considerable ability to diagnose system malfunctions and to take corrective action; ability to prepare, analyze and maintain records; supervisory ability.

General Experience:

Six (6) years of experience in data processing operations.

Special Experience:

One (1) year of the General Experience must have been performing technical work involving help desk, user support or production control functions for an agency information systems division.

NOTE: For state employees this is interpreted at the level of Information Technology Analyst 1.

Substitution Allowed: College training in management information systems, computer science or information technology related area may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling six (6) months of experience to a maximum of four (4) years.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES
ATTENTION: LORRAINE VITTNER
101 EAST RIVER DRIVE
EAST HARTFORD, CT 06108
Fax# (860) 622-2617
lorraine.vittner@ct.gov**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.