

POWER SYSTEMS (RUNNING i) OPERATOR

The Power Systems (Running i) Operator holds a staff position within the Information Technology (IT) Department responsible for the operation of the main servers, two power systems in a cluster for redundancy. The holder of this position will monitor and control electronic computers and peripheral electronic data processing equipment to process business and other data according to operating instructions.

This person normally reports to the IT Manager. The IT manager position is currently vacant, so this person will temporarily report directly to the CFO.

Specific Duties Include:

- Coordinates and controls server jobs to achieve most efficient utilization of the main servers and other equipment.
- Provides “Help” for users of software running on the main servers.
- Assists in implementing practices that will most effectively utilize IT resources.
- Maintains up to date knowledge of computer operating procedures and operating standards.
- Schedules and performs minor upkeep on IT equipment, i.e., changing toner, loading program fixes, insuring that the backup procedures are run, etc.
- Troubleshoots problems related to IT Equipment or computer operating system.
- Performs other duties as may be assigned.

Qualifications/Skill Requirements:

- Knowledge of and/or ability to learn the use and management of the following software used at Texstars:
 - i (formerly OS/400)
 - iSeries Access for Windows, including iSeries Navigator and ODBC drivers
 - Query/400
 - NoMax Garrison by Maximum Availability
 - File Edit Utility (FEU) by Applied Logic Corp
 - Menu Driver by Harris and Associates
 - Business Process Control System (BPCS) by System Software Associates. This is an old, heavily customized package, so a person with prior knowledge of BPCS will still require substantial training.
 - Payroll and HR modules by Harris Data
 - Numerous custom programs
- Excellent attention to detail.
- Ability to communicate effectively in both written format and oral presentation.
- Ability to multi-task and establish priorities.
- Works well in a team environment.
- Ability to work with limited supervision.
- Prior exposure to System i computer systems or operations.
- High School Diploma.

Additional Useful Qualifications/Skills:

The following skills would be useful in the IT department, primarily allowing this person to back up other members of the IT Department:

- Ability to read and understand System i Control Language (CL)
- Proficiency with MS Windows, MS Office, and other PC software to back up other IT personnel
- Ability to understand and diagnose network equipment
- Ability to learn and support phone system
- Experience with SAP, which Texstars may begin using in the next few years

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties required by any person authorized to give instructions or assignments.

All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.