

**COMPUTER DATA LIBRARIAN****NATURE OF WORK IN THIS CLASS:**

This is technical data processing work involved in the operation and maintenance of computer data library.

Employees in this class receive, store, issue and maintain library of media required for computer job processing or retained for historical purposes.

**ILLUSTRATIVE EXAMPLES OF WORK:** (These examples do not list all the duties that may be performed; any one position may not include all the duties listed.)

Maintains records of data files stored on removable media for computer processing or retained for historical purposes.

Classifies, catalogs, and stores media in accordance with established system.

Reviews files received, stored, issued and returned for completeness.

Issues data files according to production schedules or upon proper request.

Inspects media upon return for damages or excessive wear to determine whether or not they need replacing.

Operates files purging system and performs periodic cleaning and conditioning of magnetic tapes and disk packs, as required.

Performs procedures necessary to transfer backup files to, and retrieve them from, alternate storage sites.

Maintains a variety of records and documents and prepares reports.

Maintains library in an orderly and organized manner.

May perform minor repairs to damaged tapes.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the practices and techniques used in the

operation and maintenance of computer data library.

Knowledge of computer workflow and processing methods, procedures and practices controlling the collection of data and the computer produced materials and documents.

Knowledge of standard office practices and procedures.

Ability to maintain data files stored on removable media for computer processing or retained for historical purposes.

Ability to operate purging system and perform periodic cleaning and conditioning of magnetic tapes and disk packs.

Ability to interpret and apply program guidelines and requirements.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.


**MINIMUM EXPERIENCE AND TRAINING:**

a) Two years of experience in computer-related occupations and graduation from high school; or

b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**Established:** December, 1986

**Pay Range:** 19

  
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L.F. CEPEDA  
Acting Executive Director  
Civil Service Commission