

TITLE: <u>Tape Library Controller</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA456</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	SALARY GRADE: <u>5</u>	EEO CODE: <u>40</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>SA</u>

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**POSITION PURPOSE**

Store and maintain computer tapes to provide mainframe system users access to databases necessary to run software for a variety purposes. Perform specific work routines in order to update, retrieve and maintain computer tape information.

**ESSENTIAL JOB FUNCTIONS**

- Maintain database information. Ensure files contain complete and accurate data; update databases run on MTS, TSO and CICS operating systems for current information; modify jobs to meet user needs. Assure security of computer tapes and file information.
- Provide storage for computer tapes. Alert users of creation date, tape name, expiration date and location. Access tape at user request; search for misfiled tapes; assist in locating tapes with wrong or missing tape codes. Shift storage area to make room for ever increasing number of user tapes. Participate in the conversion of tapes from reels to cartridge system to provide more efficient use and storage.
- Oversee and maintain computer tapes. Clean and cut tapes; repair and replace damaged tapes; investigate tape damage and solve problems if possible. Sell and/or rent computer tapes to users; file tapes in proper location; retrieve tapes for computer runs; replace tapes as needed; package and ship tapes. Clean and maintain tape cleaners including cleaning blades and ribbons.
- Assist internal and external computer tape users with problems and operation. Alert tape users and staff of problems via phone, mail or electronic mail (PROFS); notify users of tape codes to be used when requesting access to tapes; review tape owner lists and expired project listings; report to users updated tape information. Answer user questions regarding tapes and service.
- Distribute tape lists to Computer Operators for computer runs. Process paperwork needed to store and retrieve tapes. Update and maintain file management reports to provide accurate tape status information. Train and update computer operations staff on tape storage and retrieval procedures; document policies and procedures. Order tape maintenance supplies.
- Perform related work as assigned.

### **ADDITIONAL COMMENTS**

This classification level follows standardized work routines necessary in order to store, maintain and retrieve computer tapes for use on the University's mainframe systems. Duties are specific in nature, but an awareness of related activities is essential. Work activities are dictated by established routines, but the incumbent must handle them based on information learned through prior experience or exposure. Duties are performed in a large room which houses computer equipment. This exposes the incumbent to cold temperatures and high levels of noise. This classification is typically found in the Division of Computing and Information Technology and reports to and receives work direction from a management level position.

### **MINIMUM QUALIFICATIONS**

- High school graduate or equivalent combination of education and/or experience.
- Ability to communicate effectively with others.
- Prior experience handling computer tapes preferred.
- Some experience working with large mainframe computers.
- Some operating knowledge of MVS, CMS, CICS and MTS preferred.
- Typically, incumbents have held part-time positions in computer operations.