

## JOB DESCRIPTION

TITLE                      COORDINATOR, NETWORK TECHNOLOGY

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Bachelor's degree in Computer Information Systems, Computer Science, or related field. Minimum of three years installing and maintaining telecommunications systems on local and wide area networks.
Language Skills	Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format, as well as the ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators and employees of the organization, as well as public groups, and/or the school board.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	Certified Novell Engineer (CNE), Microsoft Certified Systems Engineer (MCSE) and Cisco Certified Networking Professional (CCNP) certifications preferred.
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee is required to talk and hear. The employee is required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crouch, or crawl. The

employee occasionally lifts and/or moves up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment                      The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May occasionally be required to work near mechanical parts with minimal risk for electrical shock. The noise level in the work environment is usually moderate.

REPORTS TO                              Director of Technology

#### GENERAL RESPONSIBILITIES

1. Develops, maintains and executes school board policies related to network technology and communications.
2. Supervises and is responsible for the support and maintenance of all district Local Area Networks (LANs), the district Wide Area Network (WAN), and the hardware and software components comprising the LANs and WAN.
3. Develops and maintains, in coordination with the Executive Director Support Services the District Technology Plan and the corresponding budget for maintenance and replacement of district LANs and WAN.
4. Supervises and is responsible for maintenance of the district electronic mail system.
5. Supervises Network Technology staff and Systems Support Technicians.
6. Supervises the maintenance of computer installation and repair and network cabling installation and repair.

#### SPECIFIC RESPONSIBILITIES

1. Plans and directs the upgrades of network technology and communications equipment in coordination with the Director of Technology. Incorporates upgrades in the five-year technology plan.
2. Develops network technology and communications equipment budget recommendations and guidelines for the acquisition and replacement of hardware and related technologies.
3. Maintains and provides technical assistance for the maintenance and operation of the District LANs and WAN, desktop systems, and supporting hardware and software.

4. Manages the design and implementation of the district WAN connections to other telecommunications providers.
5. Manages and maintains the district network operating systems and network applications, including, but not limited to NetWare operating systems, Windows 2000 systems, Backup Exec, ManageWise, GroupWise, CiscoWorks, ZENworks, Microsoft Office Products, Internet Access software and all desktop Operating Systems including Windows 98 2000, and XP.
6. Coordinates with the Director of Technology, to ensure the development of internal operating procedures that result in efficient and effective delivery of services.
7. Directs the efforts of staff and contract service workers to resolve network, server and workstation problems within the district WAN, in coordination with the Director of Technology.
8. Maintains knowledge of the latest industry trends and developments.
9. Maintains the inventory for all network electronics, including all servers (both hardware and operating system licenses), Ethernet and token ring devices, and all routers, bridges, transceivers and miscellaneous networking hardware.
10. Designs, implements, and maintains district-wide security for all LANs and the district WAN, through the use of Access Control Lists, Network Based Application Recognition and other security technologies.
11. Develops and executes plans for hardware and software upgrade or replacement, as appropriate.
12. Assists the Technology Department in implementation of server-based technology applications such as, but not limited to EDULOG, PCS, ELKE, and MAS.
13. Supervises the connection of workstations to the district data center as needed.
14. Supervises and maintains district LAN backup systems, electronic mail systems, and connections to the district Intranet and the Internet.
15. Maintains all file servers in the district.
16. Establishes and maintains contact with counterparts within other companies in the community, with various professional organizations, and with primary vendors.
17. Establishes and maintains a testing laboratory to resolve problems and field-test new software and hardware prior to installation on the district WAN.
18. Establishes and maintains an internship program with district high schools and local colleges.

19. Supervises the System Support Technicians (SST). Provides training to ensure responsible support to schools. Fulfills associated personnel functions.
20. Performs other duties as assigned.