

SCHOOL DISTRICT OF OKEECHOBEE COUNTY

COORDINATOR OF NETWORK SYSTEMS

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree in electronic engineering, computer science or related field from an accredited college or university.
- (2) Two (2) years experience in the design, installation and maintenance of network communications.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to specify, install, and certify all types of network cabling including STP, UTP, and fiber optic. Extensive troubleshooting skills to provide accurate and fast network repairs utilizing a variety of tools. Ability to work with a variety of individuals with differing network knowledge such as teachers, principals, technicians, engineers, vendors, and contractors. Ability to work on several projects simultaneously. Extensive knowledge of industry standards in cabling and hardware. Ability to manage projects. Ability to coordinate other network technicians and interns. Familiarity with many operating systems and network server operating systems. Advanced knowledge of ethernet and fiber optic equipment. Familiarity with Occupational Safety and Health Administration (OSHA) standards. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

REPORTS TO:

Director of Informational Technology

JOB GOAL

To develop and maintain the district wide area networks, local area networks and microcomputer software and hardware.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Review all purchases of network hardware and software to ensure compatibility with the infrastructure design.
- *(2) Design or monitor the design and installation of all retrofit projects and new construction relating to networks and communications devices.

COORDINATOR OF NETWORK SYSTEMS (Continued)

- * (3) Participate in the selection, installation and maintenance of ITV, telephones, FAX, and auxiliary services as fire alarm systems, intercoms and security cameras as these relate to wiring or cabling.
- * (4) Coordinate and design network security systems.
- * (5) Oversee the equipment repair activities for computers and related equipment.
- * (6) Provide technical coverage for the acquisition, installation, and operation of all wide area, local area and microcomputer networks.
- * (7) Coordinate and schedule the repair and relocation of Microcomputer and Network support equipment.
- * (8) Provide system design recommendations, detailing requirements for wide area and local area networks, related hardware and software and general system enhancements.
- * (9) Maintain complete data communication equipment records and logs.
- * (10) Develop and execute a system test plan for the installation and debugging of all network routers, bridges, com servers, gateways and controllers.
- * (11) Program all network support equipment, servers, routers, mini-computers and microcomputer systems.
- * (12) Coordinate with technical support staff and users to resolve problems related to the use of networking and microcomputer systems.
- * (13) Develop, schedule, and execute an evaluation plan for all networking and microcomputer software and hardware.
- * (14) Troubleshoot multi-protocol networks using network analyzers and other diagnostic equipment.
- * (15) Design and coordinate the Local Area Network cabling for all schools and district offices.
- * (16) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

- * (17) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (18) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (19) Ensure adherence to good safety standards.
- * (20) Maintain confidentiality regarding school/workplace matters.
- * (21) Model and maintain high ethical standards.
- * (22) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (23) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (24) Assign duties to the technical support staff for the day to day operations of the network.
- * (25) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.

Inter/Intra-Agency Communication and Delivery

- * (26) Serve as technical liaison between users, data center staff and other regional data centers.
- * (27) Exercise service orientation when working with others.
- * (28) Keep supervisor informed of potential problems or unusual events.
- * (29) Use effective, positive interpersonal communication skills.
- * (30) Respond to inquiries and concerns in a timely manner.
- * (31) Serve on school/district committees as required or appropriate.

COORDINATOR OF NETWORK SYSTEMS (Continued)

System Support

- *(32) Exhibit interpersonal skills to work as an effective team member.
- *(33) Follow federal and state laws as well as School Board policies, rules and regulations.
- *(34) Demonstrate support for the school district and its goals and priorities.
- *(35) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- *(36) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- *(37) Participate in cross-training activities as required.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

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TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.