

COMPUTER NETWORK SYSTEMS COORDINATOR II

QUALIFICATIONS

A. REQUIRED

- High School diploma or GED
- Two years of college course work in data network administration and/or two years of work experience in data network administration
- Experience with setup, operation and maintenance of Microsoft Windows Server 2012 or later
- Experience with setup, operation and maintenance of Microsoft Windows 10, O.S.
- Experience with setup, operation and maintenance of Cisco network products
- Experience with Microsoft Office Suite
- Current Arizona driver's license

B. DESIRED

- Experience with Microsoft Group Policy administration.
- Experience with Microsoft Office 365 administration.
- Experience with database administration, SQL preferred.
- Experience with Linux and/or Mac OS.
- Experience with VMWare virtualization technologies.
- Experience with server farms Administration.
- Experience with Active Directory Administration

SUMMARY

Responsible for maintaining and supporting information networks in the District. Coordinates plans and installs all network-related equipment and software and establishes operating and maintenance procedures district-wide.

Reports to Manager – Technical Support/Network Manager

ESSENTIAL FUNCTIONS

- Assists with the installation, configuration and operation of network switches, routers and file servers
- Assists with the planning of LAN and WAN installations
- Performs required system maintenance (i.e. backup, adding/deleting users, adding/deleting applications, establishing security rights and system installation)
- Serves as a resource person to resolve network-related problems.
- Researches, evaluates and makes recommendations on new technology acquisitions
- Assists District staff with data collection and retention
- Responsible for consistency and integrity of networks through the establishment of hardware, software, configuration and maintenance standards
- Documents network system procedures and processes

ESSENTIAL FUNCTIONS (continued):

- Effectively communicates with technical support personnel and vendors
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs other related duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to communicate with District personnel of all levels
- Ability to meet deadlines under time constraints
- Ability to sustain extended work hours and problem situations
- Ability to understand complicated written and oral instructions
- Ability to work alone and as part of a team
- Ability to multi-task
- Ability to sit for extended periods of time
- Ability to concentrate for extended periods of time
- Ability to perform tasks requiring manual dexterity
- Ability to bend, pull, climb, stand and occasionally lift equipment of at least 50 pounds