Assistant Network Coordinator

Department: Technology
Title of Immediate Supervisor: Director of Technology and Transportation

Duty Year: 260 days
Schedule: Monday-Friday, 7:30-4:00pm or as required

Classification: Non-classified/ Exempt.

Position Overview & Responsibilities

Assist the Network/Server Coordinator with the support and maintenance of district network functions including (1) monitoring LAN, WAN and wireless connectivity including security; (2) supporting and maintaining all district servers, network data storage and replication devices; (3) assisting and managing district-level applications and technology implementations; (3) responsible for managing the disaster recovery site, content filter, documentation and testing of the systems listed above; (4) providing recommendations and support for emerging technology; and (5) providing district-level technical support at the direction of the Director of Technology

- Assisting with the installation, configuration and management of network switches, servers and storage solutions as needed in the environment.
- Providing general care and maintenance of equipment. Repairing nonfunctioning equipment per direction of the Director of Technology.
- Implementing security best practice strategies for servers and infrastructure.
- Assisting the Coordinator of Technology Services or other designated technology department personnel with integration of systems.
- Managing and supporting district-wide applications including; HVAC, security systems, content filter, and lunch system.
- Designing, developing, documenting, analyzing, and installing programs to maintain servers including software patches, firmware updates, review logs and utilization reports.
- Providing basic network administration including password administration, group maintenance, and security administration on district device and web-based systems.
- Documenting network, information systems, device rollouts and communications.
- Providing backup assistance for planned network maintenance, monitoring program integrity of servers, data center and applications.
- Collaborating and providing guidance of all security functions associated with information technology software applications, electronic communications systems, computing services, infrastructure, as well as building protection, and physical building security.
- Attending meetings, workshops and training sessions as directed.
- Exhibiting excellent communication skills.
- Performing other duties as assigned

Requirements & Qualifications

Bachelor's degree or related experience preferred; network server certification preferred; knowledge of LAN, WAN and wireless applications; experience with Extreme, Cisco, EMC, VMWare, Microsoft Server software and hardware; maintains knowledge regarding current and emerging technology; ability to communicate technical issues to non-technical personnel; ability to work well with others and independently.

Physical requirements include the ability to lift and carry objects, pushing and pulling, crawling and kneeling, bending and twisting, and climbing ladders. Will need to be able to lift a minimum of 50 lbs.

Essential Functions & Skills

- Ability to recognize and troubleshoot technical issues effectively and efficiently.
- Knowledge of security best practices.
- Ability to follow written and verbal directions.
- Ability to communicate verbally and in writing with team members and staff.
- Provide a high level of customer service.
- Ability to work effectively in a team environment.
- Organizational and time management skills.
- Ability to problem solve and find solutions for complex issues.
- Ability to document configurations and manage changes to the environment.
- Ability to analyze data to make decisions.
- Ability to manage multiple projects and deadlines.
- Ability to understand urgency of an issue.
- Ability to prioritize within a demanding environment

Equal Employment Opportunity Employer

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