

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE February 1998
 LAST REVISION DATE _____
 BAND & GRADE D-6-1-14

POSITION TITLE Coordinator of System Technology

IMMEDIATE SUPERVISOR Director of Business Services

Job Summary (Basic Purpose of Position)

Provide coordination of all district technical hardware and software requirements and interface with client support.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.00 TECHNICAL HARDWARE AND SOFTWARE 1.01 Reviews, evaluates, and recommends hardware and technical software requirements. 1.02 Provides technical planning and design regarding computer configurations and guidance relating to computer operating systems and hardware configurations. 1.03 Directs the interfacing of technical software systems with the hardware configurations and application systems. 1.04 Schedules activities and projects for the installation and/or change of all hardware and technical software. 1.05 Provides quality assurance review and testing of computer operation systems and hardware changes. 1.06 Establishes and coordinates appropriate training activities for technical skills of appropriate staff. 1.07 Performs skilled tasks with networks to solve range of system and machine adjustment and operating problems. 1.08 Coordinates installation, upgrades, and operation of all local area and wide area networks.	D6	D-2 D-5 D-30 M-10 D-5 M D-40		KNOWLEDGE OF: 1. Computer Hardware 2. Network Electronics 3. Wiring Standards 4. Software Operating Systems for Apple and PC computers as well as UNIX 5. Network software, protocols, and management tools 6. Wide area network infrastructure and operation 7. Network security 8. Programing languages ABILITY TO: 1. Plan 2. Communicate 3. Allocate 4. Organize 5. Analyze 6. Supervise	1.01 Hardware and software requirements are met and updated. 1.02 Computer software and hardware operations function properly. 1.03 Application systems operate on hardware configurations. 1.04 Installation projects are completed. 1.05 Integrity of computer operation systems is maintained. 1.06 Appropriate staff receive technical skills. 1.07 Networks are maintained and are operational. 1.08 Local area networks are operational and functioning.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
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NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

2.00 CLIENT SUPPORT

- 2.01 Reviews, evaluates, and recommends alternatives and solutions for computerized administrative applications.
- 2.02 Coordinates the interfacing of application systems with hardware configurations and technical operating systems.
- 2.03 Surveys market for new "user friendly" software products, personal computers, and decision support systems and coordinates the installation of selected products.
- 2.04 Provides procedures for documentation and training of products to be used by clients.
- 2.05 Provides client support on productivity tools at individual, department, school, or district level.

Performs such individual assignments as the Director of Business Services may direct; establishes and maintains effective work relations within the department, the district and the community, and maintains professional competence, knowledge and skill necessary for the satisfactory performance of all assigned responsibilities.

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2.01 Administrative computer applications are kept current.

2.02 Application computer systems interface appropriately with technical hardware and operating systems.

2.03 User friendly software and hardware needs are met and installed.

2.04 Clients are trained properly and documentation is provided.

2.05 Client support to various levels is provided.