

# HOOD RIVER COUNTY SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION

## Job Classification: Network System Coordinator

## Job Title: Network System Coordinator

**Job Purpose Statement:** The Network System Coordinator assists the Technology Supervisor by overseeing all operations related to the district network system. This position reports directly to the Technology Supervisor.

### Essential Job Functions:

- **Coordinate**, update and maintain all WAN, LAN, and wireless infrastructure to improve efficiency, and ensure high availability, reliability, and scalability of district to meet client demands.
- **Perform** file system configurations and define security permissions, along with file system backups and recovery procedures.
- **Manage** enterprise directory services, DNS, DHCP, WEB, and e-mail, along with supporting server infrastructure.
- **Create** shell scripts and/or programming as required.
- **Coordinate**, update, and maintain security cameras, recording servers, phone systems and storage infrastructure.
- **Monitor** and test system performance and provide performance statistics and reports.
- **Research** new technologies and make recommendations for their purchase.
- **Establish** and implement procedures and technologies to ensure network and server security.
- **Proactively** identify user needs and find effective technology solutions.
- **Maintain** records on the configuration, installation, warranty, licenses and allocation of computer software and hardware.

### Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Participates** in a program of continued professional development for the purpose of acquiring and maintaining the skills and information necessary for successful management of the technology department.
- **Attends** various meetings (e.g. trainings, District Meetings, risk management and safety)
- **Performs** other duties as may be required by the Director of Technology or Superintendent for the purpose of assisting them in the management of technology services for the district.
- **Maintains** consistent and predictable attendance to meet the requirements of the position.

**Experience Required:** Three years of working in a technology related field.

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## Skills, Knowledge and/or Abilities Required:

Possess advanced troubleshooting and diagnostic skills of network and server systems. Upgrade skills in order to maintain an acceptable level of performance due to changing job conditions in the field of technology. Complete working knowledge of virtualization, directory services, DNS, DHCP, SAN architecture, ethernet, fiber channel, and converging telecommunications technologies. Possess well developed oral and written communication skills and ability to communicate with persons of varied cultural, educational backgrounds and ages, regarding technology use. Work as a team member and remain flexible and accommodating to changing situations and processes. Adhere to safety practices and work within time constraints. Work under limited supervision: providing a high level of customer service at all times, projecting and maintaining a positive image on behalf of the District and those contacted in the course of work. Respond effectively to multiple conflicting priorities, continuously prioritizing and reprioritizing projects and situations and to respond to unexpected changes. Extensive knowledge of: Unix, Windows, and OSX server operating systems, current database applications, and the related utilities including SQL, and open source products.

**Education Required:** Bachelors or Associate Degree in Systems Administration or related field. Will consider documented experience or certification programs, internships, or applied experiences in complex computer environments.

**Licenses, Certifications, Bonding, and/or Testing Required:** Valid driver's license and evidence of insurability. Certifications should correspond to the hardware and software currently used by the district. Network, CCNA or CCNP certification highly encouraged. Criminal Justice Fingerprint Clearance; successful completion of district-required drug screening, appropriate Food Handler Permit; completion of Blood Borne Pathogens training.

## Physical Requirements:

1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
2. Employee may use hands for repetitive:

<input checked="" type="checkbox"/> Single Grasping	<input checked="" type="checkbox"/> Pushing and Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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3. Employee may use feet for repetitive movement as in operating foot controls:

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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4. Employee may need to:

a. Bend	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all

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5. **Lifting:**

- { } Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- { } Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
- { } Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- {x} Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- { } Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, \_\_\_\_\_ have read and received a copy of this  
PRINT and SIGN YOUR NAME HERE  
job description, and understand that a copy of this job description will become part of  
my personnel file.