



Dist Coord 8 / Network Eng

Purpose Statement

The job of Dist Coord 8 / Network Eng is done for the purpose/s of managing the network engineering sub department, designing, configuring, installing, maintaining, and repairing network systems, subsystems and servers; overseeing the operation of the computer/server room and environment; providing information, direction and/or recommendations regarding network installations and configurations; resolving network operational issues; developing and installing computerized alternatives to manual processes; solving computer-related problems; providing information and/or direction as requested; and providing technical support to district and site staff.

This job reports to Director of Technology

Essential Functions

- Administers systems and servers related to district LAN and WAN (e.g. IP assignments, computer labs, classroom computers, VOIP, network, wireless security, antivirus, spyware, etc.) for the purpose of ensuring availability of network and internet services to authorized school district employees and students.
- Attends a variety of meetings both within and outside of the District for the purpose of providing and/or gathering information relating to job functions.
- Collaborates with a variety of internal and external parties (e.g. network engineers, programmers, programmer analysts, database administrators, users, government agencies, etc.) for the purpose of providing and/or receiving information and ensuring project success.
- Coordinates with the Facilities department the technology in all construction projects (e.g. remodels, new buildings, etc.) for the purpose of ensuring technology is included in projects.
- Coordinates partnership between Provo City, Google, UEN, ISP organizations, and other technology related entities for the purpose of ensuring smooth operation, redundancy, and system recovery.
- Designs computer networks (e.g. Internet, intranet, web mail, SFTP servers, etc.) for the purpose of ensuring effective and efficient operating systems.
- Designs, implements and manages wireless network infrastructure for the purpose of ensuring adequate wireless network connectivity for teachers and staff.
- Develops program code, user interfaces, application, and user documentation (e.g. education programs, network programs, etc.) for the purpose of providing computerized alternatives to manual processes.
- Directs network projects with small/large groups for the purpose of implementing network initiatives set forth by the Technology Department.
- Implements software applications for the purpose of providing access to computerized alternatives to manual processes.
- Install and maintain copper and fiber optic infrastructure for the purpose of connectivity between network equipment and maximum uptime.
- Installs network (client and server) software on a variety of platforms (e.g. service packs, application software, operating software, hardware upgrades, etc.) for the purpose of upgrading and maintaining District WAN and telecommunication systems.

- Leads trainings and discussions with IT Staff and end users for the purpose of implementing and integrating computer technology into the classroom.
- Maintains existing programs (e.g. date mandated reporting changes, data source changes, additional fields, etc.) for the purpose of ensuring ongoing availability of information to meet mandated requirements.
- Maintains network operations and security (e.g. servers operating systems, routine maintenance programs, etc.) for the purpose of ensuring efficient operations.
- Manage/coordinate assigned PCSD staff resources, contractors and PCSD stakeholder resources for the purpose of streamlining projects.
- Manages assigned projects and program components for the purpose of delivering services in compliance with established guidelines and/or objectives.
- Manages real-time network visualization software and monitors the operational status of critical network devices for the purpose of troubleshooting network hardware, network software, and monitoring internet/intranet bandwidth utilization.
- Manages personnel and the operation of the Network Engineering sub department for the purpose of ensuring effective operation of the Technology Department.
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- Oversees the operation of the network center (e.g. monitoring temperate, organizing materials, ensuring availability of materials, etc.) for the purpose of ensuing efficient operations.
- Participates in 24/7 on-call network incident resolution for infrastructure, security or other network related outages for the purpose of ensuring maximum amount of network uptime and minimal impact of teaching and learning.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Recommends equipment, supplies and materials for the purpose of acquiring required items and completing jobs efficiently.
- Researches trends, products, equipment, tests, etc. for the purpose of recommending procedures and/or purchases.
- Researches computer hardware and software applications, vendors, consultants and current technology for the purpose of recommending products that meet district requirements for capabilities, costs and providing technical assistance to district staff.
- Responds to user generated work orders and service tickets for the purpose of maintaining District computer hardware and software systems in functioning condition and area available for use.
- Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance and support.
- Responsible for managing sub department finances (e.g. purchasing equipment, managing budgets, etc.) for the purpose of ensuring tax payers money is spent reasonably and is accounted for.
- Troubleshoots malfunctions of network hardware and/or software applications within the District's local and wide area networks, telephones and security systems (e.g. servers, hubs, routers, network protocols, etc.) for the purpose of resolving operational issues and restoring services.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating computer equipment and related peripherals; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: operating procedures for computer and related peripheral equipment; industry standard programming languages and systems development protocols; and computer software and networking terminology.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; meeting deadlines and schedules; working with frequent interruptions; and working flexible hours.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Clearances

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 8