Solano County
Office of Education

JOB TITLE: Network Coordinator

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

To implement and manage the operation of the agency's local and area-wide network(s), as well as a variety of computer hardware and software applications. Provides management-level and end-user-level support and training in operations related to networking and electronic communications, and serves as a principle contact with respect to the agency's relationship with networking and telecommunications providers, as well as customers who rely on the Solano County Office of Education (SCOE) for telecommunications and networking services.

JOB REQUIREMENTS AND QUALIFICATIONS

Education and Experience

Three years of progressively responsible experience designing and managing Ethernet-based networks. A strong understanding of modern internet protocols, and a thorough knowledge of LAN and WAN routing and security. Any combination of education and training equivalent to a bachelor's degree that demonstrates the ability to perform the duties and responsibilities. Advanced coursework or training in computer networks is desirable.

Knowledge of:

- Local and area-wide network operations.

- Server and client configuration.

- Variety of networking protocols.

- Network management, security and productivity tools.

Ability to:

- Communicate clearly and concisely, both orally and in writing.

- Interpret and explain technical concepts to non-technical customers and staff.

- Learn new software applications and networking principles.

- Must be able to prioritize, organize and schedule work assignments and projects.

- Establish and maintain cooperative working relationships with those contacted in the course of work.

- Travel independently to various agency sites located throughout Solano County.

ESSENTIAL DUTIES

- Helps design and maintain SCOE's local and area-wide networks.

- Selects and installs bridges, routers, switches, hubs and related equipment that support various networking protocols.

- Maintains existing LAN, internet, DNS, database and electronic mail servers.

- Installs and manages approved networking security strategies which ensure that the SCOE network is accessible only to authorized users.

- Serves as a primary contact with networking service providers and customers, and plays a key role in negotiating and developing plans for future services.

- May train SCOE and district staff on the use of the network, conferencing, and security systems.

- Participates in community and statewide work groups relevant to his/her areas of expertise.

MARGINAL DUTIES

- Conducts local and regional technical workshops as directed.

- Supervises the Computer Technician.

- Monitors the billing for network-related services provided to district customers.

- Manages the building electronic security systems.

- Manages the video conferencing equipment.

- Performs other duties as required.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of overall objectives. Directly responsible to the Director of Information Services and Technology.

SUPERVISION EXERCISED

May supervise clerical, technical, and professional staff as assigned, including key staff responsible for delivering user support and training.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (35%)　　　　　Walking (30%)　　　　　Sitting (35%)

Body Movement (Frequency):

None (0)　Limited (1)　Occasional (2) Frequent (3)　Very Frequent (4)

Lifting – lbs. (0-40)	Lifting (3)	Bending (3)
Pushing and/or	Reaching	Kneeling or
Pulling Loads (1)	Overhead (2)	Squatting (3)
Climbing Stairs (3)	Climbing Ladders (2)	