Senior Area Network Coordinator

New Hanover County Schools

Job Description

Class: Classified
Division: Technology

TITLE:	**Senior Area Network Coordinator**

QUALIFICATIONS:
1. Associate degree in technical field or equivalent training and/or experience.
2. Two years of technical experience with a working knowledge of network hardware and operating hardware.
3. Valid North Carolina driver's license.

REPORTS TO: **Network Supervisor/Director of Technology and Digital Learning**

JOB GOAL: To direct, manage, and coordinate projects relating to New Hanover County Schools' Local Area Network (LAN); oversee and manage the network performance, security, reliability and accessibility.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to schools and technology.

2. Provide training and support for Area Network Coordinators.

3. Create and monitor standards and procedures for installation of LAN equipment.

4. Troubleshoot and resolve network connectivity problems on switches, servers, and/or network software.

5. Assist in managing the network performance, security reliability, and accessibility; develop and monitor LAN bandwidth and performance.

6. Configure and install network appliances, servers, routers and switches.

7. Analyze and interpret network device statics for network management.
8. Develop documentation of all network-based services including network device configuration files, network maps, and backup logs for network equipment.

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9. Participate in technical projects such as configuring new operating systems or developing procedures for equipment setup.

10. Maintain network inventory.

11. Perform related duties and responsibilities as requested by the Director and/or Supervisor.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment:　　　　Twelve month work year/At Will/ FLSA Exempt

Starting Salary and/or Grade: Grade 77

Evaluation:　　　Performance of this job will be evaluated in accordance with the provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Functional knowledge of Microsoft networking solutions up to and including Server 2019, Azure, and Windows Desktop OS including Windows Firewall.
- Ability to monitor daily operation of Cisco Unified Communication, MACD, voicemail, paging systems, E911 and wireless solutions.
- Ability to conduct file share cleanup.
- Functional knowledge of daily software backup, print server management, video surveillance equipment functions and standards.
- Experience with Active Directory including but not limited to NTFS, Share Permissions, General Server Management, Files Quotas, IIS, and SQL, Group Policies, and Server Certificates.
- Functional knowledge of Cisco, routers, switches and access points; protocol; network monitoring tools and security; basic office tools; spreadsheets; word processing and presentation tools; dhcp, dns, smtp, http, as well as physical and logical network characteristics for each facility.
- Ability to support wireless infrastructure.
- Ability to analyze problems, identify alternative solutions, project consequences or proposed actions, and implement recommendations in support to district goals.
- Ability to provide technical support to a diversity of internal and external individuals and groups; to coordinate and facilitate diverse internal and external committees relative to implementing a networking projects.
- Ability to communicate clearly and concisely, both orally and in writing; establish and maintain cooperative working relationships.
- Ability to lift up to 50 pounds.

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