

Area Network Coordinator
New Hanover County Schools

Job Description

Class: Classified
Dept: Technology

TITLE: Area Network Coordinator

- QUALIFICATIONS:**
1. Associates degree in technical field or equivalent training and/or experience required.
 2. One year of technical experience with a working knowledge of network hardware and operating hardware.
 3. Valid North Carolina driver's license.

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

JOB GOAL: Supports site and district LAN/WAN infrastructure to allow for the execution of daily operational goals and objectives. Assist, advise, troubleshoot, and coordinate all switch, router, server and network appliance installations and repairs.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulation pertaining to schools and technology.
2. Troubleshoot and resolve network connectivity problems including power source, network interface cards, patch cable, jack, cabling, switches, servers, and/or network software.
3. Maintain the integrity of administrative data by performing daily backup and assisting in data recovery.
4. Configure and install network appliances, servers, routers and switches.
5. Direct users in the characteristics, capabilities, operations, and limitations of software and hardware utilized in a LAN/WAN environment.
6. Analyze and interpret network device statistics for network management.
7. Install applications and NOS clients.
8. Perform wire management tasks.

9. Develop and maintain documentation of all network based services including network device configuration files, network maps, backup logs, and configuration files for AD, dhcp, dns, smtp, http as well as physical and logical network characteristics for each school facility.
10. Maintain networking inventory.
11. Perform related duties and responsibilities as requested by the Technology Supervisors.

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 Non-Exempt

Starting Salary and/or Grade: Grade 73

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

Knowledge, Skills and Abilities:

- Ability to work well independently or as a member of a project team; communicate clearly and concisely, both orally and written; establish and maintain cooperative working relationships
- Demonstrate functional knowledge of long range and strategic planning concepts.
- Ability to lift up to 50 pounds.
- Ability to analyze complex problems and identify solutions.
- Basic understanding of how to setup configurations in one or more multi-user or networked environment.
- Provide configurations and diagnosis of problems on the Cisco family of router and switch products.
- Provide configurations and diagnosis of problems on the Microsoft family of software products.
- Mechanically proficient with a variety of hand tools and testing equipment; ability to use system configurations and diagnostic software tools.
- Demonstrate functional knowledge of principles, practices, and general policies of educational organization and administration.
- Ability to effectively administer simultaneously a variety of projects/activities; provide technical support to a diversity of internal and external individuals/groups.
- Ability to utilize aspects of software programs including Window 2008, Cisco IOS, disaster recovery software, configuration/fault management software, traffic management software and the Microsoft Office Professional programs.