

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EXEMPT NON-CERTIFICATED POSITION DESCRIPTION

PROJECT COORDINATOR I – INFORMATION TECHNOLOGY

POSITION TITLE: Project Coordinator I - Information Technology

REPORTS TO: Director of Information Technology and/or Coordinator of Information Technology II

LOCATION: Department of Information Technology

**NATURE OF WORK:**

This is a highly skilled technical position that emphasizes leadership, planning, organization and the ability to direct multiple projects concurrently. At this skilled level, Project Coordinator I shall provide administration of Information Technology (IT) programs, with an emphasis on security, for various facilities for which the St. Mary's County Public Schools (SMCPS) is responsible. This includes project planning; knowledge of technology systems; IT needs of SMCPS and its staff; and vendor management. The work is performed under the general direction of the Director of Information Technology and/or Coordinator of Information Technology II.

**ESSENTIAL FUNCTIONS:**

- Diagnoses problems involving the use of computers, printers, public address systems, communication systems, audio-visual equipment, and network equipment.
- Apply operating system and application updates to servers and related components as updates become available.
- Regularly review work requests for progress and completion. Follow-up with work request submitters to improve customer service.
- Ability to effectively communicate both orally and in writing.
- Ability to troubleshoot software related problems.
- Excellent interpersonal skills.
- Excellent leadership skills.

**DUTIES AND RESPONSIBILITIES:**

- Deploy, manage, and maintain all LAN/WAN network devices to ensure optimal data connection.
- Create and publish update reports for staff use.
- Develop and maintain documentation on the function of SMCPS network technology
- Attend meetings regarding network technology specifications.
- Identify potential areas of concern in the network and minimize impact of problems.
- Provides coordination and inspection of new installations of technology systems to ensure functionality within parameters established by SMCPS.
- Documents technical processes and organizational guidelines.
- Assumes responsibility for the development of system specification analysis and cost estimates for the deployment, alteration, repair, and maintenance of new and existing SMCPS technology infrastructure and equipment.
- Works with vendors to determine system selections based on price, functionality, and support.
- Meets and prepares reports for all levels of management within and outside the organization.
- Makes presentations to educational advisory groups relative to technology planning, needs/goals of technology, project status, and program overviews.
- Ability to respond to after hour emergencies.
- Performs other duties as assigned.

**QUALIFICATIONS:**

- Has worked independently in a technology field for at least 3 years.

- Demonstrated in-depth knowledge of computer networks, communication systems, systems administration, enterprise systems design, infrastructure cabling, fiber optic cabling, and network troubleshooting;
- Excellent human relations and communications skills;
- Flexibility in scheduling for time-sensitive projects and/or special circumstances is required;
- In addition, must possess three (3) of the following (please upload documentation with the application):
  - A minimum of sixty (60) semester hour credits or higher earned at an accredited college or university (This is worth 2);
  - Current CompTIA Security+ (This is worth 2)
  - 7 years or more experience as Subject Matter Expert in Enterprise IT support
  - Current Microsoft Certified Associate or Expert (IT certifications)
  - Current Cisco Certification (CCNA, CCNP, CCDA, CCENT, CCDP, CCIE, & CCAR)
  - Current Apple Certified Technician
  - Current CompTIA A+
  - Current CompTIA Network+
  - Current VMWare Certification
  - Current Aruba Certification
  - Current Linux Certification
  - Current Project Management Certification
  - Current SMART Technicians Certification
  - Current Dell Client Systems Support and Troubleshooting Certification
  - Current Solarwinds Certified Professional
  - Networking Operating System Certification (Cumulus or Equivalent)
- Possess a valid Maryland driver's license at the time of employment with a clean and clear driving record. Employees may be required to use a personal vehicle, with mileage reimbursed at the county rate when required to travel between locations during the same day.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on the EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 29.

**BARGAINING UNIT ELIGIBILITY: EASMC-ESP**