

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

**PROJECT COORDINATOR I**

**POSITION TITLE:** Project Coordinator I (Security)

**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 for the Department of Information Technology.
- 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, technical 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.
- Performs other duties as assigned.

**QUALIFICATIONS:**

- Associate's degree or equivalent (equivalent is a minimum of 60 semester hour credits earned at an accredited college or university).
- Has worked independently in a technology field for at least 5 years.
- Demonstrated in-depth knowledge of computer networks, communication systems, systems administration, 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:
  - Bachelor's Degree or higher in related field (This is worth 2)
  - Current CompTIA Security+ (This is worth 2)
  - Current Microsoft Certified Solutions Associate (MCSA) Certification
  - Current Cisco Certification (CCNA, CCNP, CCDA, CCENT, CCDP, CCIE, and CCAr)
  - Current Apple Certified Mac Technician
  - Current CompTIA A+
  - Current CompTIA Network+
  - Current VMWare Certification
  - Current Aruba Certification
  - Current Brocade Certification (Associate, Professional, Expert, Master, and Brocade Distinguished Master)
- Possess a valid Maryland driver's license at the time of employment with a clean and clear driving record. Employee 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 Exempt Non-Certificated salary schedule for twelve-month employees – Range 29.