

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

**PROJECT COORDINATOR II - INFORMATION TECHNOLOGY**

**POSITION TITLE:** Project Coordinator II - Information Technology

**REPORTS TO:** Director of Information Technology and/or Supervisor of Information Technology

**LOCATION:** Department of Information Technology

**NATURE OF WORK:**

This is a highly skilled technical position that emphasizes leadership in designing, planning, and implementing technical solutions to meet the growing needs of the SMCPSS Network. At this skill level, Project Coordinator II shall design Information Technology systems and solutions, ensuring their compatibility with existing infrastructure, and providing oversight for their implementation across the various facilities for which the St. Mary's County Public Schools (SMCPSS) is responsible. This requires in-depth project planning; detailed knowledge of various technologies; a firm understanding of the IT needs of SMCPSS and its staff; and vendor management. The work is performed under the general direction of the Director of Information Technology and/or Supervisor of Information Technology.

**ESSENTIAL FUNCTIONS:**

- Collaborates with other departments to translate needs and objectives into technical solutions;
- Designs and implements technical solutions to meet the goals and objectives of SMCPSS and its stakeholders;
- Provides high-level troubleshooting of computers, servers, printers, public address systems, communication systems, audio-visual equipment, and/or network equipment;
- Applies operating system and application updates to servers and related components as updates become available;
- Reviews work requests for progress and completion and follows-up with work request submitters to improve customer service;
- Ability to effectively communicate both orally and in writing;
- Ability to troubleshoot software-related problems;

**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 SMCPSS network technology
- Attend meetings regarding network technology specifications;
- Identify potential areas of concern in the network and minimize impact of problems;
- Provide coordination and inspection of new installations of technology systems to ensure functionality within parameters established by SMCPSS;
- Document technical processes and organizational guidelines;
- Assume responsibility for the development of system specification analysis and cost estimates for the deployment, alteration, repair, and maintenance of new and existing SMCPSS technology infrastructure and equipment;
- Work 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;
- Presents information to educational advisory groups relative to technology planning, needs/goals of technology, project status, and program overviews;
- Respond to after-hour emergencies; and
- Performs other duties as assigned.

## QUALIFICATIONS:

- High School Diploma or Equivalent
- Must possess three (3) of the following (please upload documentation with the application):
  - Associate degree or a minimum of (60) semester-hour credits earned at an accredited college or university
  - 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)
- Minimum four (4) years' experience working independently in a technology field;
- 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;
- Excellent leadership skills;
- Flexibility in scheduling for time-sensitive projects and/or special circumstances is required;
- Ability to respond to after-hour emergencies; and
- 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 31.

## BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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