KyreneSchoolDistrict

IT NETWORK ENGINEERING & SYSTEMS COORDINATOR

JOB DESCRIPTION

Responsibilities: The IT Networking & Systems Coordinator position is responsible for all aspects of network administration and engineering including servers, network appliances, communications hardware/software as well and backbone infrastructure and network security. This position is an integral part in the day-to-day operations of the data center and ensures that users are able to access network resources while monitoring performance and systems functionally thought the network.

Chain of Command

The IT Engineering & Systems Coordinator works under the direction of IT Department leadership and reports to the Executive Director of Information Technology and Emergency Management.

Competencies of the IT Network Engineering & Systems Coordinator

- Strong written and verbal communications skills
- Strong organizational, administrative, interpersonal and time management skills
- Flexible team player who is time and task oriented
- Ability to self-direct daily work – demonstrating initiative, perseverance and problem-solving;
- Ability to work under pressure to meet timeline and handling multiple and changing priorities
- Knowledge of pertinent federal, state, and local laws, codes, rules, regulations, recommendations, codes, and statutes

Duties and Responsibilities

- General network management and administration duties in both a Microsoft and Google environments;
- LAN/WAN deployment, engineering and management in a quickly-evolving network topology;
- Support, manage and maintain server and network based applications;
- Design and conduct software trials and pilots related to designated systems;
- Maintain and provide documentation for systems and related processes including production of reports;
- Manage small to medium sized projects based on project times and school district schedules;
- Identify new applications, hardware, systems and procedures and be able to bring forth those ideas to department administration;
- Will need to work after hours, on weekends and on-call as required (24/7);
- Pursue and complete professional growth activities in order to remain current in new technologies;
- Present ideas to other district employees as needed;
- Other duties as assigned.

Minimum Qualifications:

High School Diploma or GED and, based upon assignment, two to four years related experience is required; Bachelor's Degree in a related field is preferred; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Must possess a valid Arizona Driver's License. Must obtain an Arizona IVP Fingerprint Clearance Card if recommended for position.

Preferred Qualifications:

- Bachelor's Degree in related field preferred;
- Microsoft/Cisco certifications preferred;
- Prior experience managing a large enterprise infrastructure preferred;
- Experience with the following technology is desired: cloud computing, PowerShell, Azure, Active Directory, Google Admin Suite, SSO, remote application management, Cisco network gear, SCCM, computer imaging, group policies, SQL, DFS, WAN management, VM servers, Microsoft Server installations, Cisco VOIP, network security;
- Extensive knowledge in Active Directory administration including group policies, DFS and WAN replication;
- Experience in deploying and managing switches and routers at the core and departmental levels;

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03/29/2022