

**MIDWESTERN INTERMEDIATE UNIT IV**

**TITLE:** Coordinator of Technology      **DATE:** May 21, 2003  
**REVISED:** August 13, 2014

**REPORTS TO:** Director of Technology and Information Services      **APPROVED BY:** Board of Directors

**JOB SUMMARY:** Monitor and maintain Midwestern Intermediate Unit IV's wide area network and helpdesk, covering all aspects of information technology.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Maintain helpdesk and issue work orders.
2. Perform the duties of the Data Processing Operator in his/her absence.
3. Troubleshoot network problems including finance and payroll.
4. Act as liaison between Wide Area Network providers and schools for connection.
5. Coordinate circuit installations and problems and administer routers.
6. Maintain back-up for all technology systems.
7. Monitor all network connections.
8. Maintain Domain Name System (DNS) entries.
9. Monitor e-mail system and services.
10. Act as gateway for programs into production.
11. Perform other duties as assigned by the Director of Technology and Information Services.

**QUALIFICATIONS:**

- Five (5) years experience in technology is required
- High School diploma or equivalent required
- Overall technology experience is necessary that includes knowledge of computer hardware, software, and network troubleshooting
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

**PHYSICAL DEMANDS:**

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Some stooping, kneeling, bending, and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to mostly sit with some walking and standing or moving throughout the work environment

**SENSORY ABILITIES:**

- Visual acuity
- Auditory acuity

**WORK ENVIRONMENT:**

- Typical office environment
- Subject to inside environmental conditions

**TEMPERAMENT:**

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under high level of stress

**COGNITIVE ABILITY:**

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

**SPECIFIC SKILLS:**

- Must possess computer skills
- Ability to operate various technology equipment
- Ability to operate various office equipment
- Must appropriately handle confidential information

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*