

ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

INFORMATION TECHNOLOGY PROJECT COORDINATOR I

POSITION: Information Technology Project Coordinator I

REPORTS TO: Director 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 SMCPs Network. The 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 requires project planning, knowledge of technology systems, and a firm understanding of the IT needs of SMCPs 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:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School

DUTIES AND RESPONSIBILITIES:

- Diagnoses problems involving the use of computers, printers, public address systems, communication systems, audio-visual equipment, and network equipment
- Applies operating system and application updates to servers and related components as updates become available
- Reviews regularly work requests for progress and completion and follows up with submitters to improve customer service
- Deploys, manages and maintains all LAN/WAN network devices to ensure optimal data connection
- Creates, publishes, and updates reports for staff use
- Develops and maintains documentation on the function of SMCPs network technology

- Attends meetings regarding network technology specifications
- Identifies potential areas of concern in the network and minimizes 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
- Troubleshoots software related problems and provide support daily
- Responds to after-hour emergencies
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High School Diploma or GED
- Three (3) years of experience working in a technology field
- Must possess a valid driver's license with no more than four (4) Maryland current points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of Board-owned vehicle (Board Policy EEBA)
- Three (3) of the following (Documentation must be uploaded with your 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)
 - Seven (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)

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on the EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 31.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 6.2025

ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

INFORMATION TECHNOLOGY PROJECT COORDINATOR II

POSITION: Information Technology Project Coordinator II

REPORTS TO: Director 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 SMCPS 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 (SMCPS) is responsible. This requires in-depth project planning, detailed knowledge of various technologies, and a firm understanding of the IT needs of SMCPS staff and vendor management.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to collaborate, and problem solve with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Possess excellent leadership skills
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

- Collaborates with other departments to translate needs and objectives into technical solutions
- Designs and implements technical solutions to meet the goals and objectives of SMCPS 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
- Deploys, manages, and maintains all LAN/WAN network devices to ensure optimal data connection
- Creates publishes, and updates reports for staff use
- Develops and maintains documentation on the function of SMCPS network technology

- Attends meetings regarding network technology specifications
- Identifies 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
- Presents information to educational advisory groups relative to technology planning, needs/goals of technology, project status, and program overviews
- Responds to after-hour emergencies
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

- High School Diploma or GED
- Four (4) years of experience working independently in a technology field
- Must possess a valid driver's license with no more than four (4) Maryland current points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of a Board-owned vehicle (Board Policy EEBA)
- Possess three (3) of the following (Documentation must be uploaded 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)
 - Seven (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)

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on the EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 34.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 6.2025