

Jurisdictional Class: Competitive  
Adopted: October 14, 1997  
Revised: May 28, 2010

**NETWORK AND SYSTEMS COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This technical position involves responsibility for administering, planning, developing, designing, coordinating, and overseeing the computer technology functions of a school district, including computer networking and website design. The incumbent is also responsible for the maintenance and repair of all computers and computer related equipment. The work involves analyzing hardware and software problems, researching new products, and coordinating workshops. The work is performed under general supervision of an administrative superior with wide leeway allowed for exercise of independent judgment in carrying out technical details of the work. Supervision may be exercised over the work of subordinate personnel. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Oversees the computer technology functions of the school district, including computer networking and website design;
- Generates, communicates, and maintains a technology plan and vision for the district;
- Helps interpret the district's technology plan including the district's acceptable use policy for teachers, administrators, staff, parents, and members of the community;
- Sets up, maintains, coordinates, and performs maintenance on all computers and networks within the organization;
- Creates and maintains a district website;
- Maintains and manages existing computer network and assists with the planning, design, and installation of future network expansion;
- Maintains documentation for network configurations, including server configurations;
- Configures existing and future computer workstations;
- Sets up new equipment and loads new software as appropriate and observes, maintains, and promotes the use of standards when setting up equipment;
- Provides systems analyst functions in the evaluation of software and hardware, and tests new computer hardware and software;
- Plans and implements recommendations for future purchases, enhancements, and system upgrades;
- Provides on-site trouble shooting for hardware and software problems within the organization, utilizing staff and other district personnel as resources during such trouble shooting;
- Maintains an inventory of all computers and computer related equipment, monitors and coordinates repair and maintenance for such equipment, and maintains hardware repair histories and related records;
- Attends meetings of the organization's technology committee and functions in an advisory manner;
- Assists the organization's personnel in identifying problems in hardware and software, and assists and trains personnel in resolution of such problems;
- Aids in the development of curriculum and other instructional options related to computer and network use;
- Researches and evaluates new computer and network products;
- Consults with vendors, distributors, and users regarding the purchase of computer hardware, software, and networks;
- Assists in the development and monitoring of the operational and management budget;
- Maintains up-to-date knowledge of new trends and technology for computers, hardware, software, website, and networking;
- Coordinates and conducts computer workshops for users to provide training, up-to-date information, and support for use of the systems;

## Network and Systems Coordinator

Demonstrates and trains users in the operation and maintenance of computer hardware and software;  
Plans, analyzes, and writes proposals to help improve work flow including cost estimate for systems;  
Provides support and assistance to individuals and groups using the network;  
Ensures security and efficiency of computer systems, establishes and maintains network security, develops and maintains timely backup procedures, ensures proper software licenses, and maintains related records;  
Coordinates the use of outside vendor resources;  
Prepares a variety of records and reports in connection with the computer technology functions of the district.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of the operation, care, and maintenance of computers and computer systems;  
Good knowledge of logical operations of computers and data communication devices;  
Good knowledge of configuration of local and wide area network and internet administration;  
Good knowledge of computer center operations and planning;  
Good knowledge of modern office methods and techniques;  
Skill in systems analysis, diagnosing and trouble-shooting hardware and software problems, web development, network development, applications programming, and configuration of work stations;  
Ability to define and recommend computer hardware and software;  
Ability to develop and conduct workshops related to computer operation and maintenance;  
Ability to deduce problems logically;  
Computer literacy;  
Ability to establish and maintain effective working relationships with staff, co-workers, and all levels of administration;  
Ability to plan, organize, and supervise the work of others engaged in computer operations;  
Ability to train others in computer system operations;  
Ability to follow complex oral and written instructions;  
Good communication skills both oral and written.

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Computer Science, Computer Technology, Data Processing, Management Information Systems, Information Resource Management, or technology related field and two (2) years technology related experience involving the configuration of networks, website design and maintenance, and the maintenance and installation of computer hardware and software; or
- (b) Graduation from a regionally accredited college or university with an Associate's Degree in Computer Science, Computer Technology, Data Processing, Management Information Systems, or technology related field and four (4) years of experience as defined in (a) above; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.