



POSITION DESCRIPTION

JOB TITLE: Network Coordinator Job Class: 3206		
DATE	DEPARTMENT OR SCHOOL	DIVISION
BARGAINING UNIT: Local 1616		FLSA STATUS: <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) This position is responsible for providing technical support and training in all aspects of computer network administration and hardware and software maintenance and utilization for Milwaukee Public Schools.</p>		

Major Duties & Responsibilities: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
 - 2) No other employee is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Provide network administration support to platforms running on server. Document network configuration and maintain documentation.
2. Maintain the file servers to run smoothly, identify causes/sources of errors and implement corrective action.
3. Troubleshoot and maintain log of network problems.
4. Set up new workstations, print stations and other technologies to be connected to the server. Establish network operation procedures for backup, restoring data, security and user accounts.
5. Train staff and faculty in the operation of the network and technology equipment available in the building (projectors, digital cameras, scanners, CD drives, JAZ drives, etc.)
6. Monitor user set up and accounts including modification and/or deletion of staff/student users. Assist staff/student users with login problems.
7. Coordinate computer repair requests and make service maintenance calls are necessary.
8. Inventory all available hardware including printers, computers, monitors, digital cameras, scanners, external disk drives, projectors, etc. This will include record keeping including hardware locations, quantities, types and serial numbers. Assist with recommendations where future purchase and/or replacement of hardware is necessary.
9. Inventory software applications and monitor access and availability issues.

10. Assist with the preview, recommendation and selection of software for possible purchase and use in the instructional program.
11. Install software where needed and provide information, assistance and training to staff and faculty.
12. Keep current on new products available and developments in the field of educational technology.
13. Actively supports the MPS Strategic Plan.
14. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Associate's degree in Information Management, Computer Science, Mathematics, Business Administration or a closely related field from an accredited college.
Novell Networking Certification desirable.

Experience Requirements

Minimum of two years experience in technical and software functions. Equivalent combinations of education and experience will be considered.

Knowledge, Skills, and Abilities

Knowledge of Novell Netware and local/wide area networks in accordance with industry standards. Knowledge in various software packages to include, but not limited to, internet software, Microsoft Office and Clarisworks. Strong problem solving skills in identifying hardware/software problems and implementing corrections. Strong oral communication skills and interpersonal skills. Ability to install microcomputer hardware for networks and stand alone microcomputers.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.