

BRAWLEY ELEMENTARY SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE: Information Technology Coordinator (IT)

Under general direction of the Superintendent/Designee provides support to School District personnel in solving complex security problems, as well as identify priorities, assess security issues and take appropriate corrective action. Performs extensive and technical duties, including the design, development and implementation of data management and exchange between local, state and federal platforms for the purposes of reporting and accountability. Evaluates, recommends, installs, and supports local area network (LAN), wide area network (WAN) and related software and hardware. The IT Coordinator will work in coordination with assigned department staff, the project specialist and external consultants. Responsible for all facets of network security, diagnosis and resolution of hardware and software problems.

Major Duties and Responsibilities:

The IT Coordinator is a classified management position within the Information Technology Department. While this is a management position, the expectation is that the IT Coordinator will be hands on and spend significant time in the field. The IT Coordinator performs tasks requiring a high level of problem solving and specific knowledge and skills. Maintains technical expertise in all areas of LAN/WAN networking strategies and equipment such as routers, firewalls, VPN, switches, hubs, gateways, etc. Works and supports all District data systems that communicate with CALPADS. Supports all systems that are used to support classroom instruction.

Example of duties:

Evaluates LAN/WAN hardware and software requirements and capabilities related to user needs, and makes recommendations;

Recommends changes in network systems, structures and procedures;

Performs research to identify options and make recommendations;

Implement network and host based security in accordance with District Office policy;

Provides ongoing information to management, regarding enhancements and innovations;

Audit systems, network and procedures to ensure their compliance with District Office policy;

Participates in the review and definitions of problems with emphasis on network security, Firewalls, Servers Security, VPN's, Intrusion detection;

Deploy and configure intrusion detection solutions, and respond to security incidents;

Install, configure, deploy and maintain antivirus solutions;

Monitor network traffic and performance for optimum bandwidth utilization;

Install and configure network monitoring and management solutions;

Troubleshoots District data management systems such as the SIS and implements solutions;

Install and configure network equipment (routers, switches, DSU/CSU);

Operates, controls, and installs computer equipment along with auxiliary and peripheral components in accordance with standard operating procedures;

Ability to manage projects and work flow for timely completion;
Communicate effectively in both oral and in written form;
Works cooperatively with those contacted within the course of work;
Related duties as assigned;

Qualifications:

Knowledge of:

SQL, TCP/IP, *NAT/PAT*, IPX, AppleTalk, VPN, VLAN, Multilayer switching, SNMP, RMON;
DNS, Email, Web Services, Remote Access, *VoIP*
Routing Protocols (RIP, IGRP, EIGRP, OSPF, BGP);
Network packet analysis and Firewall solutions;
Windows Client and Server operating systems;
Access and use of the Internet, microcomputers and software applications;
Technical and Office software applications;
Data Communications and usage of data lines, Frame Relay, ISDN, T1, DS3, Wireless;
Cabling using twisted pair, coax, fiber optics and related test equipment;
Installation and configuration of hardware such as routers, switches, hubs, bridges, nics;
Personal Computers and related software and hardware;
Operation of computer equipment and office machines;

Other characteristics:

Willingness to:

Travel locally in district and out of county in own vehicle;
Perform routine and repetitive work to completion;
Work in the field as necessary
Attend meetings and in-service training;
Work closely with users of personal computers;
Work at any employer work location;

Physical characteristics:

Eyesight corrected or uncorrected sufficient to read fine print;
Speech sufficient to speak in an articulate and understandable manner;
Hearing sufficient with or without use of hearing aid to hear telephone conversation;
Manual dexterity and coordination sufficient to operate computer equipment;
Able to lift boxes of computer paper and equipment in cartons; Able to sit for extended periods of time;

Experience:

Three years of increasing technical support responsibility and experience in a LAN/WAN environment, network design, installation and troubleshooting.

Three years of experience with routers and switch configuration and maintenance.
Knowledge of a variety of firewall and administration tools.
Hands on experience in designing and implementing VLAN technology.

Education:

Bachelor's degree in Computer Science or related field or equivalent experience with emphasis in computers and networking.

License Required:

Possession of a valid California Driver's License and Auto liability insurance.

SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

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The following analysis represents evaluation of the surroundings in which the job is performed. Environmental conditions must by definition be specific and related to the job.

Rating Symbol Key:

NP = NOT PRESENT – Does not exist

S= Seldom – Under 5% of Time

O= Occasionally – Up TO 1/3 Time

F=Frequently – From 1/3 to 2/3 Time

C= Constantly – 2/3 or More of Time

1. ENVIRONMENT:

Inside 85% Outside 15%

2. EXTREME COLD NP

3. EXTREME HEAT S

4. WET/HUMID NP

5. NOISE (in decibels) 80 decibels
VIBRATION NP

6. HAZARDS

Mechanical	S
Explosives	NP
Electrical	C
Radiant Energy	NP
Burns	S
Other Hazard/s	S

7. ATMOSPHERIC CONDITIONS:

Fumes	S
Mists	NP
Odors	S
Gases	NP
Dusts	S
Poor Ventilation	NP
Other Atmospheric Hazards	NP

8. PROTECTIVE CLOTHING – DEVICES: None

9. SUMMARY ENVIRONMENTAL COMMENTS: Exposures are generally limited to office hazards/conditions such as paper dust and cuts, staples, and office machines (e.g. copier, etc.).