

NETWORK AND SYSTEMS COORDINATOR

Code No: 3-20-018

Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position in a school district responsible for planning distributed process systems. The employee reports directly to and works under the general supervision of the Director of Computer Services. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other activities may be performed although not listed.)

Plans and implements recommendations for system upgrades;

Plans, analyzes and writes proposals to help improve work flow including cost estimate for systems;

Provides staff and faculty training and support for use of the systems in both classrooms and offices;

Serves as resource to other departments for system assistance with projects;

Meets with vendor representatives to review new products;

Integrates installation and repair of systems with BOCES staff;

Troubleshoots MacIntosh systems problems;

Plans, implements and monitors both AppleTalk local and wide area networks;

Maintains wide area connection with BOCES, Internet and other such information providers;

Assists in the coordinating of technicians' activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of micro-computer and product technology; good knowledge of network equipment; working knowledge of computer operations and equipment usage; ability to define and recommend micro-computer hardware and software; ability to train others in computer systems; ability to communicate effectively; ability to write proposals and cost estimates; ability to establish and maintain effective professional relationships; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, PLUS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Industrial, Electrical or Computer Engineering, plus one (1) year paid full time or its part time equivalent experience in implementing and planning a micro-computer network; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Industrial, Electrical or Computer Engineering, plus two (2) years paid full time or its part time equivalent experience as described in (A); OR,
- (C) Five (5) years paid full time or its part time equivalent experience as described in (A); OR,
- (D) Any equivalent combination of training and experience as described by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: May 9, 1996