POSITION DESCRIPTION

TITLE: Facilities Systems Technology Coordinator
LOCATION: Information Technology
REPORTS TO: Director of IT Operations
DEPARTMENT: Information Technology Services

SUMMARY STATEMENT:
Reporting to the Director of IT Operations, this position is responsible for the ongoing analysis, development, design, implementation, and maintenance plans of facility systems and infrastructure. This includes setting technology standards, architecture and design, maintenance and support plans, and integration of facilities systems up to and including: video management systems, access control systems, bells/clocks/intercom systems, sound systems, and HVAC.

ESSENTIAL FUNCTIONS:
1. Work with Facilities/Maintenance and IT to define and maintain district standards for video management, access control, bells/clocks/intercoms, sound systems, HVAC systems and other facility systems as needed.
2. Work closely with the Facilities/Maintenance and IT to establish support processes and documentation for facility systems.
3. Be responsible for the planning, implementation, and maintenance of the information technology aspect of facilities systems.
4. Assist the Director of IT Operations and the Director of Maintenance with facility system projects as requested.
5. Act as a technical (IT) advisor between Facilities/Maintenance and IT for capital project upgrades related to facility systems.
6. Coordinate with IT Systems and Security team as well as the Network team to incorporate IT practices and standards into facility systems implementations.
7. Act as the liaison between Facilities/Maintenance and IT to provide application, systems, and network support.
8. Act as the point of contact for users and business owners of facilities systems, the vendor that supports each system, Facilities/Maintenance and IT Maintenance technicians that support all systems.
9. Act as a first line of support for the facilities systems designated by Director of IT Operations and the Director of Maintenance.
10. Coordinate and maintain up to date records for vendor information, IT asset/inventory, project information, and purchasing records for facilities systems.
11. Establish user expectations and set the tone for customer experience and service.
12. Provide administrative and office support through implementing purchasing and inventory processes for fixed assets supporting these systems.
13. Identify requirements for specialized services or repairs and secure quotations as requested.
14. Manage warranties, maintenance requirements, and the implementation of scheduled servicing for key assets.
15. Coordinate development of, and orientation to, specific tools, templates, resources, policies, and procedures to support and sustain knowledge across projects and departments.
16. Participate in budget preparations related to building systems by preparing cost estimates and recommendations.
17. Coordinate and recommend, where applicable, the integration of facilities systems.
18. Manage outside vendor contracts, and build professional partnerships.
19. Provide management direction and leadership for new systems development and implementation.
20. Serve as internal project lead/manager for large scale infrastructure projects having organization and EPS communitywide implications.
21. Oversee the assessment and capacity planning to include recommendations for necessary purchases for future system capacity and connectivity; interface with vendors and other agencies to develop and maintain public access systems.
22. Review and analyze facilities systems and operations; work with District departments to develop technology strategies to address their current and future business needs, leadership, and management.
23. Review aspects/areas for improvement with own practices/processes and those within the assigned area of responsibility.
24. Maintain team effectiveness and efficiency by defining, delivering, and supporting policies and procedures. This may include developing policies and procedures and implementing them.
25. Respond to questions from District personnel, auditors, community partners, and vendors regarding technology services policies, procedures, and user expectations.
OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Bending (33-66%)</th>
<th>Speaking (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pushing/Pulling (33-66%)</td>
<td>Hearing (66-100%)</td>
<td>Sitting (33-66%)</td>
</tr>
<tr>
<td>Writing (66-100%)</td>
<td>Walking (33-66%)</td>
<td>Reaching (33-66%)</td>
</tr>
<tr>
<td>Acceptable Attendance</td>
<td>Lifting/Carrying Up to 50 lbs. (Up to 33%)</td>
<td>Use of hands and/or arms for repetitive motion (66-100%)</td>
</tr>
<tr>
<td>Climbing/crawling (33-66%)</td>
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</tbody>
</table>

MENTAL DEMANDS REQUIRED:

| Reading Documents (33-66%) | Customer Contact (66-100%) | Verbal Communication (66-100%) |
| Multiple Concurrent Tasks (66-100%) | Written Communication (33-66%) | Problem Solving (66-100%) |
| Constant Interruptions (33-66%) | Reasoning (66-100%) | Math (33-66%) |
| Detail Work (66-100%) |

Acceptable Attendance
Climbing/crawling (33-66%)

Lifting/Carrying Up to 50 lbs. (Up to 33%)
Use of hands and/or arms for repetitive motion (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
Computer/Laptop, 10-key calculator, telephone, copy machines, printers, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Any combination equivalent to: Bachelor’s degree (preferred), and five years of experience in the areas of managing computer networking/security systems, server systems deployment, troubleshooting system-wide problems, and experience deploying major integrated systems or enterprise hardware or software as it relates to facility systems.
2. Demonstrated knowledge with project or program management lifecycle highly preferred.
3. Demonstrated knowledge of basic IP networking and server systems best practices.
4. Ability to assist in troubleshooting IT problems related to computer networking, video management, building access control, HVAC DDC, and server support.
5. Highly-organized, and demonstrated ability to manage multiple short and long term projects simultaneously.
6. Possess a high-degree of technical knowledge and documented operational procedures within a team environment.
7. Knowledge of organizational management, change management, systems analysis, budgeting, and supervision.
8. Ability to build an effective organizational structure that has the capacity to provide customer-friendly operational support while executing multiple technical projects.
9. Ability to interface effectively within the education industry on facilities/maintenance and technology management matters.
10. Experience in project and program planning required.
11. Ability to work harmoniously and collaboratively.
12. Maintain integrity of confidential or sensitive information related to students, staff, or District patrons.

Notice of Nondiscrimination:
Evergreen Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
<th>Section 504/ADA Coordinator</th>
<th>Civil Rights Compliance Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cale Piland</td>
<td>Holly Long</td>
<td>Tracy Thompson</td>
</tr>
<tr>
<td>13501 NE 28th Street</td>
<td>13501 NE 28th Street</td>
<td>Director Human Resources</td>
</tr>
<tr>
<td>P.O. Box 8910</td>
<td>P.O. Box 8910</td>
<td>13501 NE 28th Street</td>
</tr>
<tr>
<td>Vancouver, WA 98668-8910</td>
<td>Vancouver, WA 98668-8910</td>
<td>P.O. Box 8910</td>
</tr>
<tr>
<td>Telephone: (360) 604-4431</td>
<td>Telephone: (360) 604-6711</td>
<td>Telephone: (360) 604-4010</td>
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260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day

New ☑: 08/16/2019
Classification: Management/Confidential
Class: Management/Confidential

Facilities Systems Technology Coordinator