POSITION DESCRIPTION

TITLE: Network 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 operations the districts network infrastructure. This includes setting technology standards, architecture and design, maintenance and support plans, and lifecycle planning for network infrastructure, wired and wireless.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and general public in person, by telephone, via E-mail, and in writing.
2. Be responsible for the planning, implementation, and maintenance of the districts wired and wireless network infrastructure. This includes the monitoring and management of all networked devices.
3. Installs, monitors, and maintains the district’s routers, repeaters, bridges, switches, wireless access points, firewalls, and UPS’s and any other infrastructure devices.
4. Maintains district Network infrastructure standards which includes structured cabling, as well as standards for datacenter, MDFs, and IDF’s.
5. Ownership on the condition, layout, and maintenance of all MDFs and IDF’s in the district.
6. Manage and maintain all data circuits to include troubleshooting with ISPs and Telecommunication companies such as our WAN provider.
7. Implement and maintain an effective and proactive monitoring plan for all systems.
8. Manage and maintain the districts SNMP monitoring platforms.
9. Assist the Director of IT Operations with Infrastructure projects as requested.
10. Coordinate with the IT Systems and Security team as well as the Facilities Systems Technology Coordinator to incorporate IT best practices and standards into all implementations.
11. Maintain up to date records for vendor information, IT asset/inventory, project information, and purchasing records for network infrastructure.
12. Identify requirements for specialized services or repairs and secure quotations as needed.
13. Serve as internal project lead/manager for large scale infrastructure projects.
14. Manage warranties, maintenance requirements, and the implementation of scheduled servicing for systems.
15. Participate in budget preparations related to network infrastructure by preparing cost estimates and recommendations.
16. 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 determine best solution for the district.
17. Work with District departments to develop technology strategies to address their current and future business needs.
18. Review aspects/areas for improvement with own practices/processes and those within the assigned area of responsibility.
19. Respond to questions from District personnel, auditors, community partners, and vendors regarding technology services policies, procedures, and user expectations.
20. Perform other related duties as assigned.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.
PHYSICAL DEMANDS REQUIRED:
- Vision (66-100%)
- Bending (33-66%)
- Speaking (66-100%)
- Pushing/Pulling (33-66%)
- Hearing (66-100%)
- Sitting (33-66%)
- Writing (66-100%)
- Walking (33-66%)
- Reaching (33-66%)
- Acceptable Attendance
- Lifting/Carrying Up to 50 lbs. (Up to 33%)
- Climbing/Crawling (33-66%)
- Use of hands and/or arms for repetitive motion (66-100%)

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%)

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

MINIMUM QUALIFICATIONS:
1. Cisco CCNA certification (highly desired) and five years of experience in the areas of managing large scale wan or campus networks and troubleshooting system-wide problems.
2. Demonstrated knowledge of advanced networking technologies such as routing, switching, firewalls, wireless controllers, and Cisco IOS.
3. Demonstrated knowledge of network engineering, operations, and performance analysis skills.
4. In depth understanding of SNMP and monitoring tools such as Solarwinds and PRTG.
5. Demonstrated knowledge and experience with project or program management lifecycle.
6. Ability to assist in troubleshooting IT problems related to computer networking, video management, building access control, HVAC DDC, and server support.
7. Highly-organized, and demonstrated ability to manage multiple short and long term projects simultaneously.
8. Possess a high-degree of technical knowledge and documented operational procedures within a team environment.
9. Knowledge of organizational management, change management, systems analysis, budgeting, and supervision.
10. Ability to build an effective organizational structure that has the capacity to provide customer-friendly operational support while executing multiple technical projects.
11. Ability to interface effectively within the education industry on facilities/maintenance and technology management matters.
12. Ability to work harmoniously and collaboratively.
13. 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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</tbody>
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260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day

Revised Date: 11/13/2019
Classification: Management/Confidential
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Network Coordinator