POSITION DESCRIPTION

TITLE: Technology Coordinator
LOCATION: Administrative Service Center (ASC)
REPORTS TO: Manager of Information Technology
DEPARTMENT: Information Technology (IT)

SUMMARY STATEMENT:
The Technology Coordinator is responsible for overseeing the deployment of technology and the day-to-day repair of technology in the Evergreen School District. In addition, the Technology Coordinator will work with liaisons at each school site to insure effective communications and delivery of services. The Technology Coordinator is responsible to the Manager of Information Technology and will be responsible for supervisory duties with regard to hardware technicians, installation technicians, help desk technicians, and software technician, and is responsible for the hiring and scheduling and supervisory duties related to student workers.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff, students, and the general public in person, by telephone, via e-mail and in writing.
2. Oversee the installation and repair of technology.
3. Oversee the installation of software and resolution of software issues.
4. Oversee the Help Desk functions in regard to day-to-day work and project impact.
6. Coordinate the hiring, training, evaluation and scheduling of student workers.
7. Assist and coordinate, along with the Manager of Information Technology, projects related to the services provided by the department.
8. Coordinate projects with Information Technology management, staff, and appropriate departments.
9. Coordinate and evaluate technology support issues with department and school sites.
10. Implement where appropriate, review, and oversee compliance to Information Technology Department and District processes and procedures, including technology inventories.
11. Establish and maintain personnel, inventory, and project documentation.
12. Travel from location to location in order to accomplish tasks.

OTHER RESPONSIBILITIES:
1. Coordinate vendor information, project information, Purchasing and user expectations.
2. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
- Vision (66-100%)
- Pushing/Pulling (33-66%)
- Writing (66-100%)
- Acceptable Attendance
- Bending (33-66%)
- Hearing (66-100%)
- Walking (33-66%)
- Lifting/Carrying Up to 50 lbs. (Up to 33%)
- Speaking (66-100%)
- Sitting (33-66%)
- Reaching (33-66%)
- 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%)
- Written Communication (33-66%)
- Math (33-66%)
- Detail Work (66-100%)
- Problem Solving (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:

- IBM/PC (clone), 10-key calculator, telephone, copy machines, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:

1. Five years of experience with personal computer systems and network systems required. BA degree preferred.
2. Management experience required.
3. Project management experience required.
4. Demonstrated planning ability.
5. Demonstrated ability to communicate effectively and possess a positive attitude.
6. Demonstrated organizational skills and a commitment to follow through.
7. Demonstrated ability to work independently with minimal supervision.
8. Must possess a high level of personal computer repair knowledge.
9. Must be able to travel from location to location in order to accomplish tasks, and be willing to travel overnight on occasion.
10. Demonstrated ability to maintain confidentiality of sensitive information.
11. Demonstrated ability to establish and maintain positive relationships with others as a team.

260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ___________________________ Date: ___________________

District: ___________________________ Date: ___________________

Revised Date: 12/20/2013
Classification: Management/Confidential
Class: 
Display on Web? Yes

Technology Coordinator