



JOB DESCRIPTION FORM

Division/Department	Information Services
Location	Columbus General Office
Job Title	IT Network Coordinator
Reports to	Supervisor of Information Services

Level/Grade <u>9M</u>	Type of position:	Hours <u>40</u> / week
Job Code <u>25</u>	<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Exempt
	<input type="checkbox"/> Part-time	<input type="checkbox"/> Nonexempt

POSITION DESCRIPTION

The IT Network Coordinator is responsible for support, maintenance and problem solving of the District's computer networks; specifically the switches, routers, firewall, wireless equipment, and other related devices that form the physical and logical enterprise networking backbone. In addition, this position is an element in the District's digital security plan.

EDUCATION AND EXPERIENCE

- Associates Degree in Information Technology/Computer related field
- Three year experience minimum in a professional IT environment
- IP based networks maintenance, switches, firewalls, and wireless devices proficiency
- Cisco based network knowledge
- Valid Nebraska driver's license and company vehicle insurability

ESSENTIAL JOB FUNCTIONS

- Configure the firewall security setting to allow proper access for individuals and provisions for incoming communications
- Establish the networking environment by installing, configuring, testing, and documenting the equipment according to design
- Maintain day to day networking functionality to ensure network reliability, availability, and service with minimal interruption
- Plan, manage, and successfully complete IT projects
- Provide technical support, respond to request from users, analyze, and solve reported network problems
- Monitor the security of the District's network by reviewing activities and penetration testing
- Implement network technology upgrades or expansion projects, including installation of hardware, software, and integration testing; as well as coordinating these activities without disturbing current systems
- Maintain pertinent documentation of the network topology and troubleshooting of communications hardware and software
- Assist in ensuring the highest level of system up time by developing connection redundancy and configuration backups
- Aide in the planning of budget preparations for network and hardware upgrades
- Support and assist use of District's telecommunication and technical needs

NON-ESSENTIAL JOB FUNCTIONS

- Attend all safety meetings and serve on committees as requested
- Familiarity with mechanics of user rights, in addition to back up and recovery
- Maintain necessary security requirements as directed
- Ability to stay abreast of changes in technology and software applications
- Assist other members in department when needed, including IT help desk
- Perform other duties assigned

WORK ENVIRONMENT

- Occasional unusual work hours primarily due to system maintenance or updates scheduled for after peak hours or when responding non-scheduled support calls
- Ability to explain complex technical concepts in language that is understandable to clients, peers, and management
- Demonstrates high standards of moral and ethical conduct; maintains confidentiality
- Frequent uncontrollable interruptions and distractions to concentrated focus on work priorities, requiring patience and personal resilience to complete work in a timely manner
- Strong decision-making and problem-solving skills with independent decision-making ability
- Excellent interpersonal, verbal and written communication skill
- High self-motivational drive and initiative needed to pursue new learning for the organization
- Strong aptitude for paying attention to detail and for critical thinking in order to pursue innovation for the organization in this area

PHYSICAL ACTIVITY REQUIRED

LIFTING	Never	Occ	Freq	Cont
10 lbs		x		
11-15 lbs		x		
26-50 lbs		x		
51-75 lbs	x			
76-100 lbs	x			
+100 lbs	x			

SEEING	Never	Occ	Freq	Cont
Near Vision			x	
Far Vision		x		
Color Vision			x	

VERBAL COMMUNICATION	Never	Occ	Freq	Cont
			x	

REACHING	Never	Occ	Freq	Cont
Out			x	
Overhead			x	
Low (below knees)			x	

CLIMBING	Never	Occ	Freq	Cont
Stairs			x	
Ladder		x		
Other		x		

AGILITY	Never	Occ	Freq	Cont
Balancing		x		
Bending Over		x		
Carrying			x	
Crawling		x		
Eye/Hand/Foot Coordination		x		
Grasping			x	
Kneeling		x		
Pulling		x		
Pushing		x		
Sitting			x	
Standing		x		

REVIEWED BY TODD DUREN

Title V.P. OF CORPROATE SERVICES

APPROVED BY NEAL SUESS

Title PRESIDENT/CEO

DATE APPROVED 9/27/2022

REVISED DATE