Hernando County School Board
Florida

NETWORK COORDINATOR

Required Qualifications:

- Associate's degree from an accredited institution in a technology field and three (3) years of progressively responsible experience in information technology/networking related field. Or in lieu of the degree requirement, a high school diploma and seven (7) years of progressively responsible experience in information technology/networking related field.
  (Note: an advanced degree supplement only applies if hired with a Bachelor's degree or higher)
- Knowledge of current operating systems for Windows and Macintosh, wide area networks, wireless security, network routing protocols and voice over Internet Protocol (IP) Technology
- Experience in selection, installation, training and troubleshooting of networking, hardware and software
- Ability to perform tasks involving the intermittent performance of moderately physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling or crouching, and that may involve the lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (15-30 pounds)
- Valid Florida driver's license

Desired Qualifications:

- A+ Certification
- Bachelor's degree in a technology field from an accredited college or technical school

Performance Responsibilities:

- Assist the Supervisor of Technology with the development and implementation of ongoing network specifications, modifications and maintenance plans related to technology
- Design, install, maintain and document infrastructure including switches, routers, firewalls, intrusion detection/prevention systems as well as wiring and physical infrastructure
- Design, install and provide ongoing support for the District network security infrastructure including firewall, Virtual Private Networks (VPNs), system patching, and managed anti-virus systems
- Oversee the backup procedures and disaster prevention and controls for the network and district servers
- Assist in the management, upgrades and maintenance of software and hardware
- Maintain updated working and technical knowledge of all industry enhancements
- Research and evaluate innovative software and hardware systems for compatibility with existing district and school(s) software and hardware

- Provide technology assistance to customers via e-mail, telephone, and in person throughout the District
- Provide training to district staff on topics relating to networks, security and software
- Provide analysis of network data communications, hardware and software to provide optimum system performance for the district
- Maintain district inventories with respect to software and hardware
- Advise sites as to upgrades and new products related to technology
- Advise the Supervisor of Technology in regards to software upgrades, equipment and training needed
- Advise sites as to alternative ways to automate and/or improve procedures related to the use of technology
- Attend technical workshops and meetings as required
- Co-manage with the TIS Telecommunications Manager the district's wide area network
- Assume management of the telecommunications network when required
- Provide backup for the Supervisor of Technology during absences
- Serve as team leader/project leader in the development and implementation of complex computer system projects
- Prepare and manage team prioritization, project tracking and resource allocation
- Supervise and manage the daily operation of the user support staff
- Perform the annual evaluations of the user support staff
- Perform other duties as assigned by the Supervisor of Technology and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Supervisor of Technology and/or designee

Evaluation:

Annual evaluation done by the Supervisor of Technology and/or designee

Terms of Employment:

12-month employment

Salary:
Salary based upon approved salary schedule - Professional/Technical/Supervisory Category F

Job Code:

77527

Board Approved: 07/18/00
Revised: 01/20/09, 03/03/09, 05/17/11, 06/10/14, 12/10/19