



# COORDINATOR – DISTRICT NETWORK ENGINEER/ TECHNOLOGY

## SUMMARY/SCOPE/GOAL

Analyze, determine, recommend, and implement the district's current and future use of technology in the area of networks, telecommunications, media retrieval, hardware, and software.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- Bachelor's Degree in Computer Science or related technical field from an accredited educational institution.
- Three (3) years' experience in network and telecommunications system design and analysis.
- Three (3) years of successful experience as LAN/WAN administrator of a large enterprise.
- Two (2) years' experience in the procurement of computer network, telecommunications and multimedia equipment and software.

#### PREFERRED/DESIRED:

- Master Certified Network Engineer Certificate or equivalent Microsoft Professional certification preferred.

### CERTIFICATIONS AND LICENSES:

#### REQUIRED:

- Valid State Driver's License

#### PREFERRED/DESIRED:

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Plan, engineer, recommend, and implement current and advanced technologies used in school-level and district-level functions.
2. Administer LAN/WAN communications equipment, Multimedia equipment, telecommunications, and computer hardware/software.
3. Devise plans for developing information systems using the latest technologies available. Act as project leader for the implementation of plans and ideas. Brief school and district administrators on the status of projects.
4. Conceptualize entire communications and application systems incorporating district needs, available resources, and requirements for end results.
5. Research and keep current with technologies in computer networks, hardware, software, multimedia, and telecommunications.
6. Confer with school principals and other school personnel on matters concerning information technology and automation.
7. Prepare district standards, specifications, and bid packages for the acquisition of equipment, software, and services. Evaluate bids.

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8. Prepare manuals and conduct training.
9. Evaluate requirements for equipment in Data Processing, telecommunications, and Multimedia Systems.

### OTHER DUTIES:

Provide outstanding customer service and use positive interpersonal communications skills. Make all decisions and perform all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensure compliance with Board rules and applicable federal laws and regulations.

## KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

### JOB RELATED:

Expert skills and extensive experience related to Frame Relay, Cisco routers, Ethernet, and Token Ring. Solid network troubleshooting and support experience with routine and hub technologies in a multi-protocol WAN/LAN enterprise environment is required. Other necessary skills include expertise in LanAlyzers, packet decoding, RIP/SAP filtering, TCP/IP, IPX, AppleTalk, SNA, SNMP, and proven project management abilities. In addition, applicant should have a background and demonstrated experience in Internet/DNS technology, network management, and switching technologies. Thorough knowledge of the operating characteristics, capabilities, and limitations of computer and networking equipment. Thorough knowledge of project design concepts for telecommunications, interactive multimedia systems, and distributed processing. Knowledge of modern office methods, practices, and procedures. Ability to present projects and ideas clearly and concisely, orally and in writing.

### GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

### EQUIPMENT:

Interpret technology policy and establish methods and procedures for acquiring, installing, testing, operating, or repairing machinery or technology systems.

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

## PHYSICAL DEMANDS/WORK ENVIRONMENT

### PHYSICAL REQUIREMENTS:

#### (L) LIGHT WORK

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Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

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**POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

May include conditions of small, enclosed, or partially enclosed areas, dust, dirt, fumes, odors, respiratory irritants, chemicals, inks, developers, mechanical hazards, moderate and repetitive noise, and static electricity.

**TRAVEL:**

Travel between sites rarely. Travel out of county rarely.

**FOR HR USE ONLY:**

<b>DIVISION:</b>	Educational Technology	<b>DEPARTMENT:</b>	Information Systems Services
<b>TITLE CODE:</b>	C2032	<b>CONTENT BY:</b>	Assistant Superintendent – Education Technology
<b>GRADE:</b>	27	<b>COMPENSATION:</b>	Human Resources
<b>UNIT:</b>	NB	<b>LABOR RELATIONS:</b>	Karyle Green, Ed.D.
<b>LAST BOARD APVD:</b>	06/12/2001	<b>CLASSIFICATION:</b>	Beth Thedy, Ed.D.
<b>SCHEDULE:</b>	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	06/12/01	Initial Release	Compensation Department
1.1	11/06/01	REVISED	
1.2	07/01/20	REVISED: New format	Human Resources
1.3	11/30/2021	Update physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources

*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.*

*Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*