

INFORMATION TECHNOLOGY NETWORK COORDINATOR

Basic Purpose:

Positions in this job are assigned responsibilities involving the development, administration, and maintenance of computer networks and operating systems.

Typical Functions:

- Responsible for coordinating local telecommunications and computer networks; identifies user requirements and coordinates with central information technology staff or vendors as appropriate; coordinates the implementation of new applications or system improvements.
- Performs professional and technical work in maintaining computer network services; performs preventative maintenance; evaluates systems performance and resolves system operational problems.
- Configures personnel computers and insures their operation on local networks.
- Provides technical advice, information, recommendations, assistance, and training to staff; coordinates the procurement, storage, and inventory of software and equipment.

Knowledge, Skills, and Abilities:

Knowledge of computer networks and computer operating systems; and of installation and repair techniques for data processing and telecommunications equipment. Ability to install and maintain computer systems and equipment; to provide training and assistance to users; to establish and maintain effective working relationships; to work independently and perform a wide range of tasks and activities in administering a computer network or operating system.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree in computer science or a closely related field, or four (4) years of experience in computer installation, maintenance, repair, or operations, or an equivalent combination of education and experience.