

Anoka-Hennepin Independent School District #11
Job Description

Title: Network Services Coordinator
Department: Technology and Information Services
Reports to: Network Services Supervisor
Prepared Date: July 15, 2004

SUMMARY OF RESPONSIBILITIES

Provides technical management and support of network applications throughout the district.

DUTIES AND RESPONSIBILITIES

- Installs and manages the Wide (WAN) and Local (LAN) Area Networks.
- Installs and maintains network servers, network application software, computers and network peripheral equipment (printers, scanner, CD ROM towers).
- Installs and manages district remote dialup servers and terminal servers.
- Provides primary management, support and inventory of LANs, servers and wiring closets for a geographic cluster of schools and/or other district facilities.
- Maintains and documents network topology hardware, such as hubs, bridges and routers
- Acts as a resource for planning, implementing, and troubleshooting building-based LANs and WANs.
- Provides telephone and/or onsite support to solve problems related to networks, workstations, networked peripherals, and data communications.
- Assists buildings with inventory, security and management of technology equipment for the assigned cluster and/or other district facility.
- Assists building staff with workstation application software installation.
- Assists the Technology Steering Committee in the development and implementation of the district's long-range plan for the use of computers.
- Assists in maintaining data communications between the cluster schools and the district office.
- Assists in the management of Internet information servers, proxy servers, caches, and/or firewalls as assigned.
- Supports data migration, file transfer, file backup restoration and file recovery.
- Performs other tasks and duties as assigned by the Administrative Network Services Supervisor.

SUPERVISORY RESPONSIBILITIES

None

EDUCATION and/or EXPERIENCE

Requires High School Diploma or equivalent, plus two years technology or information management experience.

Bachelor's degree with emphasis in information management desired.