PERALTA COMMUNITY COLLEGE DISTRICT   - May 1, 1997

CLASSIFIED JOB DESCRIPTION

COLLEGE NETWORK COORDINATOR
(SEIU Local 1021 Salary Range 98)
Job Code: 805

CLASS PURPOSE

Under general supervision, performs journeyman network administration duties which range in difficulty from routine support duties, such as initial troubleshooting to considerable complexity, such as advanced Novell Netware administration and the use of Simple Network Management Protocol (SNMP) and RMON software tools to manage complex, multiprotocol, geographically dispersed networks. The College Network Coordinator is expected to use sound judgment to resolve routine problems without close supervision. Early morning, early evening and weekend work are occasionally required.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Monitor Local Area Network (LAN) servers and workstations by operating Simple Network Management Protocol (SNMP) software to maintain optimal network health and external connectivity, and detect network problems such as transient routing anomalies, ONS query failures and attempts to break into network accessible host computers.

- Research, monitor and report equipment hardware and network utilization and expansion to ensure all components function securely, efficiently and properly.

- Troubleshoot operations programs and configure communication equipment such as routers, intelligent hubs, remote access servers, fax servers and CD-ROM servers.

- Manage the domain name service for the college's Internet Server, document and distribute network specific information including the name and address of each computer attached to the network. Insure that each address identifies the appropriate node and is unique among all the nodes associated with the network and is legitimate within the world wide Internet system.

- Manage the college's Internet services by performing various duties such as determining the proper routing parameters for optimal and reliable network operation, assigning network Internet Protocol (IP) address, maintaining a network-accessible database of node ranges corresponding to each address, and monitoring the daily operation of the network.

- Generate and customize vendor-supplied software for PC applications, remote dial-in-access for MAC and PC users, and specific network applications.

- Perform back-up of network volumes.

- Provide consolation, training and support services to college personnel using PC computers, both stand alone and those connected to the Local Area Network Wide Area Network, including evaluation, installation, configuration and maintenance of software applications.

- Contact software and hardware vendors about problems encountered and needs.

- Contact vendors to find appropriate hardware and software solutions for PC and LAN needs.

- Gather price quotes on hardware and software from various vendors in order to decide what vendor offers the best value to the college.

- Maintain inventory of software installed on the College LANs.

- Work with District Senior Network Coordinators to maintain college connectivity with the District Wide Area Network.

- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Possession of a Bachelor's Degree from an accredited college or university in computer science, information systems, computer information systems, data processing, or a related field; or an equivalent combination of training and relevant work experience may be substituted for training/education on a. year-by- year basis.

2. Familiarity with Fiber Optic/Category 5 UTP telecommunications systems.

3. Knowledge of workstation-based operating systems such as MS DOS, Windows, and Mac.

4. Knowledge of local area network operating systems such as Novell Netware Network Operating Systems 3.x and 4.x and MS Windows Server 2003.

5. Knowledge of SNMP hub management software.

6. MS Windows experience/certification.

7. Ability to work with PC-based components using common tools; install PC hardware components; analyze complex PC and LAN systems problems and determine a logical course of action; create schedules of work; give reports on progress toward completing projects.

8. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Ability to:
  - work with PC-based components using common tools
  - install PC hardware components

  o analyze complex PC and LAN systems problems and determine a logical course of action

  o create schedules of work

  o give reports on progress toward completing projects

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Revised: November 1997
     March 17, 1998
     May 2000