CLASSIFIED JOB DESCRIPTION

DEPARTMENT NETWORK COORDINATOR
(SEIU Local 1021 Salary Range 90)
Job Code: 818

CLASS PURPOSE

Under supervision of the Office of Instruction or designated administrator, provides technical support to faculty, staff, and student users of the Department's Local Area Network (LAN) resources. May assist with integration of college-based LANs. May work with the District Network Coordinator to maintain Wide Area Network (WAN) connectivity in support of institutional services and administrative applications. May work with the District Network Coordinator in the development, implementation, and maintenance of the college's WAN connection to the District Office. Responsible for maintaining internet user accounts and UNIX server. Performs other duties as assigned.

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.

- performs skilled technical work in the installation and configuration of desktop computers (Macintosh and IBM-compatible and SUN)

- configures, installs, and administers the LANs connecting individual computers

- recommends purchases of, and adds, changes, and removes legally purchased/licensed software packages on personal computers

- installs monitors, hard and floppy drives, CD ROM drives, printers, and other peripheral equipment on desktop computers

- troubleshoots hardware and software problems and makes necessary corrections

- maintains inventory of license agreements and updates software

- provides personal computer training and support to college personnel and assists LAN users

- maintains LAN security, peripherals, software, and user accounts

- researches, inventories, monitors, and reports equipment and network use to ensure all components are working securely, efficiently, and properly

- places outside services repair calls for equipment, when needed

- cleans equipment as needed

- connects, disconnects, and moves LAN workstations, cabling, wiring, routers, and bridges as needed

- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Completion of an AA degree in computer information systems. Skilled experience in operating desktop computers and LANs. Experience in troubleshooting software and hardware problems. Experience organizing and conducting training sessions with non-technical PC users. An equivalent combination of education and relevant work experience may be substituted for education/experience on a year-by-year basis. In addition, must have the following:

2. Knowledge of, and proficiency with installation of personal computer software including word processing, spreadsheet, database management applications, consistent with DOS, Windows, Mac, Unix, and Novell Netware platforms

3. Ability to:
   - maintain familiarity with new developments in the field
   - present information and respond to questions from managers and staff in an effective manner
   - solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists

4. 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

Bachelor's degree from a four-year college or university with major course work in computer science, information science, computer information systems, data processing or a related field or possess two years related experience and/or training configuring and installing LAN equipment such as file servers, workstations, print servers, and data communications. Novell Network certification of any type. Experience in working in a community college with diverse student and staff population.

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: N/A