

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: OTAN Network Coordinator

DEFINITION

Under the guidance of the OTAN Director implements and manages the operation of a variety of computer hardware and software applications and provides all support for users and coordinates training operations. Performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Director III, Instructional Technology Program

SUPERVISION OVER

Clerical, technical and professional staff as assigned including key staff responsible for providing user support and training. Also responsible for participating in work team assignments for other project components.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Maintain local area network (LAN) including installation of bridges, routers and Ethernet hubs and support for LAN software protocols; provide maintenance for existing LAN, World Wide Web and electronic mail servers; manage and oversee the creation and maintenance of Internet-based databases; coordinate LAN user software support for productivity tools such as Microsoft Word, Excel, Filemaker Pro, and PageMaker; maintain and expand operation of computer-based training including all aspects of user support, telephone technical assistance, field-based user training, workshops for special groups, and workshops conducted on a regional basis; oversee technical maintenance of Web server content; develop and update print and non-print user documentation; prepare reports; represent OTAN at state and national meetings and coordinate related marketing efforts.

MINIMUM QUALIFICATIONS

Education

Any combination of education and training equivalent to a Bachelor's degree which demonstrates the ability to perform the duties and responsibilities as described. Advanced course work or training in computer networks is desirable.

Training and Experience

Experience with managing Ethernet networks and an understanding of Internet Protocols; additional coursework and/or training in database development is desirable.

Knowledge of

Local area network operation; familiarity with electronic communications and related hardware; experience with a variety of network protocols; understanding of basic computer software productivity tools; database design and development.

Skill and Ability to

Communicate effectively both in oral and written form; explain technical concepts to nontechnical customers and staff; learn new software packages and adapt to changes in technology; prioritize, organize, and schedule work assignments and projects; effective supervision skills to select, assign, and evaluate personnel; establish and maintain cooperative working relationships with all those contacted during the course of work.

Other Characteristics

Possession of a valid California driver's license and/or be able to provide own transportation in conduct of work assignments; willingness to travel.