

# **Sacramento County Office of Education Job Description**

## **Classification Title: Coordinator, WAN/LAN**

### **DEFINITION**

Under the guidance of the Director, performs a variety of specialized duties in the implementation and management of the SCOE Wide Area Network (WAN), Local Area Network (LAN), and data center connectivity; provides network user support and training; performs related duties as assigned.

### **DIRECTLY RESPONSIBLE TO**

Director I, Technology Services

### **SUPERVISION OVER**

Clerical, technical, and professional staff as assigned.

### **DUTIES AND RESPONSIBILITIES**

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification.)

Maintain and monitor all aspects of the SCOE WAN and LAN infrastructure, including design, implementation, management, troubleshooting, and documentation; plans and prepares for initial network installations, upgrades and emergencies; manages Internet connectivity for SCOE, select districts and outside educational agencies; provides all aspects of user support and technical assistance for districts and outside agencies; maintains network switching and routing, videoconference, voice over IP (VoIP), and wireless infrastructures; provides support and configuration of Network Security Firewall, Content Filtering and DNS (Domain Name Servers) infrastructures; manages maintenance of Uninterruptible Power Supply (UPS) and diesel backup power generator used to provide uninterrupted power and air conditioning to the data center; manages hazardous materials (HazMat) documentation and training associated with the diesel generator; interfaces and consults with suppliers, service vendors and staff to maximize the overall efficiency of the system; selects and orders WAN and LAN networking hardware; establishes and maintains security policies; coordinates compliance and documentation for the federal E-Rate program; reviews E-Rate bid responses; evaluates vendors performing E-Rate work; attends meetings, trainings and forums as necessary.

### **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 coursework in computer technology, network administration, project management, or similar field is desirable.

#### **Training and Experience**

Experience with managing and working in a multi-site WAN/LAN environment; understanding of advanced routing protocols, including Border Gateway Patrol (BGP) and Open Shortest Path First (OSPF); additional coursework and/or training in network security and administration; HP Procurve, Cisco, Juniper, Palo Alto Networks, Microsoft Network, and other network-related certifications are desirable.

#### **Knowledge of**

Switch and Router configurations including Cisco, Juniper and HP Procurve; WAN and LAN procedures including installation, maintenance and troubleshooting of network equipment and devices; technical aspects of wireless networking theory and network security regulations; E-Rate regulations; wiring standards and related specifications and protocols; telecommunication and network terminology; network monitoring software; basic Unix operating system and scripts; standard software applications and peripheral equipment.

#### **Skill and Ability to**

Communicate effectively both in oral and written form; explain technical concepts to non-technical customers and staff; plan for network installations and changes; order, wire and install data circuits; maintains current knowledge of technological advances; analyze situations accurately and adopt an effective course of action; prioritize, organize, and schedule work assignments and projects; effective supervision skills to select, assign, and evaluate personnel; establish and maintain cooperative working relationships with those contacted during the course of work.

**Other Characteristics**

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

Revisions approved by Personnel Commission 4/10/18  
Revisions approved by Personnel Commission 8/10/10  
Former title: SCOE Wide Area Network Coordinator  
Approved by Personnel Commission 2/18/98