

**BAINBRIDGE ISLAND SCHOOL DISTRICT
JOB DESCRIPTION**

NETWORK COORDINATOR

JOB SUMMARY: Under the supervision of the Network Supervisor, the Network Coordinator is responsible for administering, maintaining and supporting the hardware and software that composes the district's network systems. The Network Coordinator will utilize a variety of management tools to ensure optimal performance and data integrity within a mixed platform environment. Within this general framework, specific assignments will vary.

ESSENTIAL JOB FUNCTIONS:

- Maintain a secure, reliable and fast Internet connection.
- Manage a multi-site data network; protect the district from network threats utilizing systems such as a firewall, content filter and anti-virus.
- Maintain reliable operation and availability of a wireless network; utilize network monitoring data to discover issues and recommend enhancements.
- Monitor and document network performance, inventory and IP addressing.
- Administer and support the VoIP telephony system
- Manage the district's server infrastructure.
- Administer various types of servers including: file, print, web and database.
- Manage a Windows Active Directory domain including the domain controllers, group policy and account management.
- Manage the district's email and calendaring platform.
- Support the district's website and web services.
- Administer the district's Mobile Device Management system.
- Administer software distribution, endpoint protection and operating system deployment.
- Perform software and hardware updates on network systems.
- Maintain daily backups and ensure multiple layers of data redundancy.
- Maintain network and server battery backup systems.
- Design and test disaster recovery plans to implement in cases of emergency.
- Provide research and input on technology acquisitions.
- Conduct or coordinate the troubleshooting and repair of network systems or infrastructure wiring; refer problems to equipment vendors as necessary to reach resolution.
- Provide support for district and departmental software and hardware.
- Assist with staff professional development related to network supported systems.
- Create strong vendor relations through the consultation, planning and procurement process.
- Maintain confidentiality and display professional behavior
- Perform other job-related duties as assigned by the Network Supervisor.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS

- High school graduate or equivalent.
- BA or BS in a technology-related field, preferred.
- Microsoft, A+, Network+ or related certificates, preferred.

- Possess a valid Washington State driver's license.
- Four years of experience in systems management, preferred.

Preferred experience with:

- Juniper Jun OS network programming.
- VMWare VSphere and Horizon View.
- Workstation management with Microsoft System Center Suite.
- Email and calendar management with Google Apps for Education.
- Wireless network administration with Ruckus wireless.
- Network monitoring and management with HP Intelligent Management Center.
- Cisco UCS server infrastructure.
- Fortigate unified threat management.
- Scripting languages such as PowerShell, VBScript or Python to automate systems administration tasks.

REQUIRED SKILLS, KNOWLEDGE AND/OR ABILITIES

- Demonstrated successful performance in network and systems administration.
- Demonstrated successful performance diagnosing and troubleshooting network systems.
- Strong knowledge of IP networking, routing protocols and data cabling.
- Knowledge of network services including DNS, DHCP, SMTP, NTP, SSH.
- Knowledge of wireless technologies including WPA2, 802.1x.
- Knowledge of authentication technologies including Active Directory, LDAP, and Radius.
- Demonstrated knowledge of server operating systems including Microsoft Windows and Linux.
- Demonstrated knowledge of web, database, file and print server administration.
- Knowledge of virtualized infrastructures including management software and hardware.
- Ability to communicate effectively orally and in writing, including appropriate English grammar, punctuation and spelling.
- Establish and maintain cooperative working relationships with staff, and students when necessary.

PHYSICAL DEMANDS

- Persons performing service in this position must be able to lift, carry, push, and pull or otherwise move objects weighing up to 50 pounds.
- This type of work involves frequent sitting, standing, walking, stooping, bending, crouching, lifting, carrying, and climbing.
- Perceiving the nature of sound, near and far vision, depth perception, providing information verbally, manual dexterity to operate computer systems and small parts, and handling varied materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform essential functions of the job.