

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Systems Coordinator

BAND	GRADE	SUBGRADE
C	4	2
DEPARTMENT: Technology	ACCOUNTABLE TO: Director of Technology	FLSA STATUS: Exempt
CLASS SUMMARY: Incumbent is responsible for supervising and coordinating the District's Wide area, Local area, Data Warehouse, Information Systems, and Network Systems. Duties include: planning complex projects, leading collaborative team efforts, coordinating work and supervising systems to include conducting performance trials and evaluations, making recommendations for capital equipment purchases, reviewing new technologies, and determining how and if they best fit with educational needs. Supervising: a) development of District standards for network technology, b) network design, c) configuring and maintaining security of information and network systems, d) designing and maintaining server configurations, e) providing technical advice for staff, and f) resolving complex problems.		
DISTINGUISHING CHARACTERISTICS: The Systems Coordinator is a stand-alone class, which is distinguished from other classes by its responsibility for supervising and managing the network, information, and data warehouse projects and supervisory responsibilities over systems in the technology department.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Plans and leads complex technical projects in a collaborative work environment.	Daily	C4
2.	Coordinates systems to include monitoring work, ensuring training, resolving conflicts, designing systems, and conducting trials and evaluations.	Daily	B3
3.	Conceptualizes information services and network technology applications and coordinates tasks for implementation to include providing technical advice to staff and resolving complex problems.	Weekly	B2
4.	Reviews new technologies to determine how they best fit with educational needs.	Weekly	C4

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5.	Supervises: development of District standards for network and information technology systems and infrastructure to include design and maintenance of networks, information systems, and design of server configuration.	Weekly	C4
6.	Analyzes network traffic data and supervises system improvements.	Daily	C4
7.	Supervises and maintains system security to regulate access to information systems and network systems, and ensures confidentiality of student, employee, and financial records.	Daily	C4
8.	Provides technical information to staff and suggests methods that are compatible with expectations.	Weekly	C4
9.	Makes recommendations regarding capital equipment purchases and technology implementation.	Occasionally	C4
10.	Works with consultants and external providers as needed.	Occasionally	B2
11.	Performs other duties of a similar nature or level.	As Required	N/B

Knowledge (position requirements at entry):

Knowledge of:

- Personnel management and supervision
- Current computer technology and applications
- Systems management
- Network systems engineering and management

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Skills (position requirements at entry):

Skill in:

- Supervision of network and information technology systems
- Using computers and related software packages
- Troubleshooting technical problems
- Communication, interpersonal skills as applied to interaction with co-workers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction
- Managing, supervising, and leading collaborative teams for complex project work

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and four years experience in designing and maintaining networks, three-five years of experience in collaborative complex team environments, or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. A Bachelor's Degree in Computer Science is preferred.

Licensing Requirements (position requirements at entry):

- Network Certification or other as appropriate

Physical Requirements:

Positions in this class typically require: lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to moving mechanical parts and electrical currents.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (kw)

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