

**KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
INFORMATION TECHNOLOGY COORDINATOR**

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Info & CommTechnology	C/4/2	Exempt

CLASS SUMMARY:

The Information Technology Coordinator is the third level of a three level series. Incumbents are responsible for maintaining systems and networks.

Duties, based upon assignment, include coordinating wide area and local area network systems; deploying and coordinating software applications or operating systems; developing and overseeing procedures and operating policies for managing and monitoring software systems applications or network systems; designing and maintaining interfaces with District and State software application systems; designing and maintaining server configurations; and coordinating and maintaining internet, intranet, and email systems applications.

The Information Technology Coordinator is distinguished other Information Technology classes in the focus on the maintenance of systems or networks.



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<u>ESSENTIAL DUTIES:</u> This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
Plans and leads complex technical projects including, based upon assignment, developing, implementing and maintaining District intranet and internet applications including the selection of technology systems; programming tools; and maintenance of the District website.	Daily 30%	C/4
As assigned, coordinates intranet, internet, systems and network applications including monitoring work; training; resolving conflicts; assisting with implementations; designing systems; and conducting trials and evaluations.	Daily 25%	C/4
Supervises system improvements; maintains system security regulating access to information systems and network systems ensuring confidentiality of records; and analyzes network traffic data.	Daily 15%	C/4
Conceptualizes information services and network technology applications including coordinating implementation tasks; providing technical advice to staff; and resolving complex technical problems.	Daily 10%	C/4
Coordinates information systems and networks including making recommendations regarding new technologies; developing District standards for information systems networks, and infrastructure including design and maintenance of systems networks, and server configurations; making recommendations regarding capital equipment and other purchases; and providing technical information to staff.	Daily 5%	C/4
Performs other duties of a similar nature and level as assigned.	As Required	

Training And Experience:

High School Diploma or GED and, based upon assignment, two to four years related experience is required; Bachelor’s Degree in a related field is preferred; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements:

- Based upon assignment, specific vendor certifications may be required.



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Knowledge of:

- Pertinent federal, state, and local laws, codes, rules, regulations, recommendations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Network systems engineering and management;
- Relevant computer technology and applications;
- Information Technology principles and practices;
- Safety procedures.

Skill in:

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Diagnosing and solving information technology problems;
- Communicating effectively, both orally and in writing;
- Providing customer service and public relations;
- Coordinating network and information technology systems;
- Interpreting and applying laws, regulations, codes, and policies;
- Using a variety of computer-based technologies; and
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

ADA and Other Requirements:

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subject to travel, mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, workspace restrictions, and intense noise.

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.

Class History Information:

Prepared by Fox Lawson & Associates 10.24.08

