Job Title:	Coordinator of Enterprise Networks	**Exemption Status/Test:** Exempt	
Reports to:	Director of Network & Communication	**Date Revised:** March 23, 2016	
Dept. /School:	Technology Department		

Primary Purpose:

Maintain and support the Enterprise Network so that users receive reliable and secure access to required network and external resources.

Qualifications:

Education/Certification:
Minimum Bachelor's degree with emphasis in Technology
Must have advanced network certifications (CNE or Maser CNE or McSe)
Ability to install, operate, and upgrade all parts of the network infrastructure (firewall, filter servers, proxy DHCP, etc.).
Provide leadership to the network engineering team
Ability to work in a high pressure, fast-paced environment
Evidence of professional interest and growth in the area of network engineering
Excellent Communication and decision-making skills
Outstanding team player
Five (5) years of experience implementing, maintaining and troubleshooting network devices
Work with Lead Network Engineer to develop on call rotation schedule
Must familiarity with Data Center network topologies
Must have the ability to think critically and solve complex issues
Experience with Crisco routers (ISRs and ASRs) and switches (Nexus 2k, 5k, 7k, 9k, 4507-10, 3850-3750 stacks)
Ability to use tools for networking troubleshooting issues (Solarwinds & Cisco Prime)

Experience:
Minimum Bachelor's degree with emphasis in Technology
Must have advanced network certifications (CNE or Master CNE or McSe)
Five (5) years of experience implementing, maintaining and troubleshooting network devices

Special Knowledge/Skills:
Experience with network monitoring tools (Sniffer, HP Openview, Insight Manager, etc.)
Working knowledge of Microsoft Operating Systems (Windows 2003, 2008, 2015, XP, 7) in enterprise domain environments
Working knowledge of Active Directory domains
Working knowledge of Remote Desktop technologies and protocols
Working knowledge of Database Serves and Database Management (SQL, MySQL)
Working knowledge of web services (HTTP, NTP, 5P, DNS, etc.)
Working knowledge of physical Ethernet networks
Working knowledge of Virtual environments (VMWare)
Working knowledge of Proxy servers and Web Filtering Systems

Working knowledge of LDAP
Working knowledge of network monitoring tolls
Working knowledge of SAN technologies (shared storage, iSCSI, etc.)

Major Responsibilities and Duties:

1. Provide 24 hour support for network infrastructure in an on-call rotation.
2. Work with Lead Network Engineer to develop on call rotation schedule.
3. Document LAN/WAN infrastructure, such as network topology, subnets, firewall and router configurations, and other systems deemed to be critical.
4. Perform scheduled maintenance and upgrades on network devices.
5. Provide leadership and strategic direction for district local area and wide area network.
6. Work with other network engineers in support of network services/resources/components.
7. Configure LDAP service and queries.
8. Configure time synchronization using NTP and proprietary protocols.
9. Diagnose and troubleshoot network issuers using protocol analyzer tool.
10. Install, configure, and troubleshoot naming and delivery protocols such as DNS/DDNS/DHCP, and WINS.
11. Evaluate, counsel and assist academic departments in the implementation of third-party vendor hardware and software.
12. Be cognizant of specialized business hardware and applications used throughout the district.
13. Test, evaluate and integrate new network environments and technologies.
14. Design/install/support computer system policies.
15. Provide advanced Active Directory troubleshooting and health checks.
16. Protect servers and network environment form viruses/malware.
17. Communicate with vendor support personnel to resolve hardware and software issues in timely manner.
18. Provide training for network staff.
19. Provide after-hour/weekend support for special projects or critical components.

Policy, Reports, and Law

20. Must work within GISD policies and procedures.

Budget

21. Assist Director in planning, developing and maintaining Annual Budget.

Personnel Management

22. This position is a lead role with no direct reports.

Supervisory Responsibilities

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals
Posture: Frequent standing; some kneeling, squatting, bending and stooping
Motion: Walking; reaching overhead, front side and back
Lifting: Moderate strength needed in arms, shoulders, back and legs; lifting or carry PCs up to 25 pounds for short distances; occasional lifting up to 50 pounds

Environment: Work inside in office, classroom and computer lab environments; ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; frequent district wide travel; occasional prolonged and irregular hours

Mental Demands: Provide technical expertise and problem-solving skills in support of CTAs, CTSs, and district staff, exhibit self-control and patience when dealing with staff and CTAs/CTSs; work with frequent interruptions; ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.