



## **Network/Server Coordinator**

**Department:** Technology

**Contract:** 260 days

**Supervisor:** Director of Technology

**Status:** Non-Exempt

### **Position Overview & Responsibilities**

Responsible for support and maintenance of all district network functions including LAN, WAN and wireless connectivity including security. Support and maintenance of all district servers, network data storage and replication devices. Assist and manage district-level applications and technology implementations. Responsible for the management of the disaster recovery site, content filter, documentation and testing of the systems listed above. Provide recommendations and support for emerging technology and district-technical support as needed.

- Coordinate and manage all network, server, and storage needs.
- Provide support for the District Technical Support Specialists.
- Install, configure, and manage network switches, servers, and storage solutions as needed.
- Consult with staff and technicians to determine hardware, software, or system specifications.
- Provide general care and maintenance of equipment, repairing non-functioning equipment per direction of the Director of Technology & Transportation.
- Copy and prepare software in accordance with copyright laws, duplicating written materials as needed.
- Assist the building level technicians and facilitate meetings to discuss troubleshooting issues.
- Work with vendors to research solutions, obtain quotes, and troubleshoot issues.
- Assist Coordinator of Technology Services with integration of systems.
- Manage and support district-wide applications including HVAC, security systems, content filter, and lunch system.
- Design, develop, document, analyze, and install programs to maintain servers including software patches, firmware updates, review logs, and utilization reports.
- Assist in the planning for technology upgrades and building support schedules.
- Attend meetings, workshops and training sessions as directed by supervisor.
- Perform other duties as assigned

### **Requirements & Qualifications**

Bachelor's degree or related experience preferred. Network server certification preferred. Knowledge of LAN, WAN and wireless applications and experience with Extreme, Cisco, EMC, VMWare, Microsoft Server and Desktop software and hardware preferred. Ability to maintain knowledge regarding current and emerging technology, to communicate technical issues to non-technical personnel, and the ability to work well with others and independently required.



# ST. MICHAEL - ALBERTVILLE SCHOOLS

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## **Equal Employment Opportunity Employer**

The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status.