Classification Specification for Unclassified Service

**Title:** Network Coordinator I

**Pay Scale Group:** 71 C

**Essential Function**

Under general supervision from a designated administrator, support of voice, data and/or video networks in differing stages of development, maintenance, and modification. Specific duties will vary according to the life cycle and the technical complexity of the network and associated hardware and software.

**Characteristic Duties**

Administration of assigned network to optimize and access to telecommunications and related networks;

Install, configure, maintain, and support network equipment and network operating systems (e.g., routers, bridges, servers, switches, and/or port connectors);

Provide or order network connectivity, ensuring appropriate integration of data, voice, and video networks;

Recommend and modify network configuration to improve efficiency and cost effectiveness;

Configure network and/or third party software application programs to provide improved response time, quality, or cost effectiveness;

Recommend network database policies and procedures;

Ensure that the network is fully operational and appropriately integrated for access with other systems;

Customize or develop reports from network control;

Develop interface programs;

Ensure compliance with industry regulations (e.g., FCC) and with industry and campus standards.

**Minimum Qualifications**

Bachelor’s degree in Computer Science, Information Technology, Computer Engineering, or related degree; -OR- an Associate’s degree with two (2) years’ experience ; or four (4) years of basic to intermediate level computer hardware related experience. Possesses working knowledge of commonly-used concepts, practices, and procedures and contributes through support, using established processes, methods, and systems.