



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
COORDINATOR, INSTRUCTIONAL COMPUTER SYSTEMS	CLASSIFIED	GRADE: P MONTHS: 12
BOARD POLICY REFERENCE: 2005 Classification Review		Board Approved: May 2001

**JOB DESCRIPTION:**

Under general supervision, design, implement, analyze and troubleshoot multi-site instructional computer systems. Assists in the development and implementation of curriculum for Networking Program for the CIS department. Serves as Network System Coordinator for Networking Computer Lab. Participates in the network system coordination of Academic Computing Systems. Trains faculty and staff in the use of and administration of computer systems. Serves as a lead worker to other classified staff in the area; and performs related work as required.

**SCOPE:**

The Coordinator, Instructional Computer Systems works within Academic Computing to design, implement, troubleshoot and maintain instructional computing resources at multiple sites and provides expertise to enable the design and delivery of technical instruction within the District.

**DISTINGUISHING CHARACTERISTICS:**

The Coordinator, Instructional Computer Systems is distinguished from the Petaluma Microcomputer Lab Coordinator by the District-wide scope and responsibility and the Coordinator, Microcomputer Labs by the design responsibilities for instructional networking systems; the expectation to resolve complex instructional lab problems and to focus on the technical aspects of instructional computing labs at multiple sites.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Identifies, discusses, troubleshoots and resolves technically complex network and computer system problems for the Academic Computer Lab networks.
2. Serves as the Networking Lab system coordinator; organizes, plans and develops networking lab resources to support multiple networking classes with varying operating system configurations.
3. Serves as Network System Coordinator for multiple instructional computer labs at multiple sites.
4. Assists in the development and implementation of curriculum for the Networking Program for the CIS department.
5. Coordinates and trains technical staff to maintain computer workstations and software installed in Academic Computing labs.
6. Works directly with faculty to support their networking environment, operating system and application suite needed during their class sessions in the networking lab.
7. Performs hardware, operating system and application analysis; identifies and discusses installation and network access needs; determines appropriate access rights.
8. Tests and implements various desktop installation configurations in order to maximize uptime and identify and resolve software conflicts.

**KEY DUTIES AND RESPONSIBILITIES (cont.):**

9. Investigates, understands, deploys and masters new technology; serves as a technical resource and makes recommendations on new computer technology.
10. May serve as a lead worker for other classified staff in the area.

**EMPLOYMENT STANDARDS**

**ABILITY TO:**

Develop, plan and implement computer lab networks, workstations and servers using multiple operating systems, software and hardware; support computer labs by providing consultation, training and technical backup for staff; troubleshoot networked computer lab systems including servers, workstations, network switches, routers and cabling in an instructional environment; present instructional computing systems and related programs to an audience; write and communicate clearly in technical documentation and instruction; give and follow oral and written communications; act as a lead worker to other classified staff in the area; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**

Computing network systems, principles and techniques; network administration procedures and practices; local area networking troubleshooting principles and practices; networking protocols; server and desktop operating systems; networking hardware; network firewalls; and network management/monitoring software applicable to an instructional computing lab environment.

**MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

*Education:*

An Associate's Degree with related college coursework and an industry recognized professional networking certification, such as MCSE (Microsoft Certified System Engineer).

*Experience:*

Four years administering and/or coordinating heterogeneous, multi-protocol networks at multiple sites using a combination of network operating systems, such as Windows NT, or Linux/Unix. Experience working with network switches and routers is desirable.

**LICENSE OR CERTIFICATE:**

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

**SPECIAL REQUIREMENTS:**

Must be able to sit for a prolonged period of time in front of a computer monitor. Must be able to perform physical activities such as, but not limited to, bending, standing, climbing or walking.