

Network System Coordinator

SUMMARY:

Responsible for coordinating the purchase, installation, and maintenance of all personal computer programs and equipment. Coordinates and controls the software library, hard drive backups, software purchases, and standardization of software for all personal computers.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Analyzes and prepares written reports recommending the purchase, installation, and maintenance of personal computers, and related software and hardware.
- Responsible for providing needed technical capabilities and support to assist all departments with PC programming and application use as well as expanded capability awareness building.
- Responsible for maintaining a current in-depth PC applications software and hardware information file and library and issuing periodic User Application Bulletins.
- Assists in trouble shooting PC and network hardware and software to resolve program, hardware, and software malfunctions.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)