

2014

## Network Coordinator

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**Official University Job Title:** Network Svcs Specialist, Lead

**Library Title:** Network Coordinator

**Description:** Work with Information Technology Services to administer and maintain the Library's computer servers and network. Act as the lead technician for issues library specific client-server applications like EZProxy, Illiad, Dematic ASRS and Voyager ILS.

**Duties:**

- Administer and maintain the Library's multi-platform network of servers networked printers.
- Troubleshoot server hardware/software and performance optimization. Maintain system backup and implement disaster recovery plan. Monitor and investigate security threats
- Install and administer Lpt:One (print management software) in the library. Help other departments in the campus with the implementation of Lpt:One.
- Support the Voyager system end-user. Install Oracle client on faculty/staff computers. Image and prepare workstations for faculty, staff and students. File systems management, department user and email accounts management.
- Assist the Help Desk in resolving any problem the students may have with PC /Mac, login problem, software problem, printing and other problems.
- Conduct training sessions for faculty and staff. Supervise and assist technical staff in solving problems in imaging and other software
- Library network connectivity issues, working with campus Network working dept. to resolve library network problem.
- Password reset for community patrons.
- Stay abreast of new technologies and assist the Head of Systems Department in formulating strategies for implementing new technologies. Provide research specifications for server hardware and software, locate appropriate vendors, assist Head of Systems Department in purchase procedures, and establish a harmonious working relationship with vendors; keep track of placed orders.

**Essential Duties & Responsibilities:**

List the essential duties performed as a regular part of the job grouping related duties together in a sentence or

paragraph. After listing the specific duties, estimate the percentage of time required to perform each duty, the total equaling 100%.

<b>Essential Functions &amp; Responsibilities (place an * next to new essential functions assigned to a job)</b>	<b>% of Time</b>
<b>Administer and maintain the Library's multi-platform network of servers networked printers.</b>	<b>20%</b>
<b>Act as the lead technician for issues library specific client-server applications like EZProxy, Illiad, Dematic ASRS and Voyager ILS.</b>	<b>20%</b>
<b>Assist the Help Desk in resolving any problem the students may have with PC /Mac, login problem, software problem, printing and other problems.</b>	<b>20%</b>
<b>Troubleshoot server hardware/software and performance optimization. Maintain system backup and implement disaster recovery plan. Monitor and investigate security threats</b>	<b>15%</b>
<b>Stay abreast of new technologies and assist the Head of Systems Department in formulating strategies for implementing new technologies. Conduct training IT sessions for Library staff. Supervise and assist Systems staff in solving problems in computer imaging and other software</b>	<b>15%</b>
<b>Other Duties as required</b>	<b>10%</b>