## SAN DIEGO UNIFIED SCHOOL DISTRICT

### POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Data Communications Coordinator</th>
<th>REPORTS TO:</th>
<th>Assigned Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Integrated Technology Division</td>
<td>CLASSIFICATION:</td>
<td>Classified</td>
</tr>
<tr>
<td>FLSA:</td>
<td>Exempt</td>
<td>SALARY GRADE:</td>
<td>054 AASD</td>
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<td>REVISED:</td>
<td>February 13, 2018</td>
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</tbody>
</table>

### BASIC FUNCTION:

Plan, install, and maintain data communication networks for District computer systems; supervise assigned staff.

### REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

- Analyze district needs for data communication systems.  
- Evaluate available systems and recommend acquisition.  
- Plan, install, and maintain communication software.  
- Evaluate impact of on-line changes on district’s user and computer operations.  
- Act as district liaison within a multi-vendor communication system.  
- Provide technical training to systems analysts, programmers, operations personnel, and other district staff.  
- Evaluate hardware and software products which support communication networks.  
- Coordinate data processing aspects of energy monitoring with other district personnel.  
- Coordinate installation and maintenance of timeshare software, optical scanner software, and data entry software.  
- Train, supervise, and evaluate the work of assigned professional and clerical staff.  
- Perform related duties as assigned.
MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to graduation from college with a major in information systems or related field, supplemented by courses in systems analysis and programming, and four years of recent, progressively responsible experience in communication systems development and programming. Two years of this experience must have included major responsibility for developing and maintaining data communications systems for an IBM System 370 using one of the OS/VS operating systems.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Data communication systems in an IBM System 370, OS/VS environment.
COBOL and assembler language.
Current trends, technical aspects, and developments in the field of specialty.
Principles of supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Operation of a computer and related software applications.
Oral and written English communication skills.
Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:
Update and maintain data communication systems in an IBM System 370, OS/VS environment.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.
Analyze data, make recommendations, and prepare a variety of reports.
Effectively utilize software applications in the performance of duties.
Train, supervise, and evaluate the work of assigned staff.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor, office environment.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 02.13.18 - FS
Revised 03.24.04—PeopleSoft
Job Code 6734
PH