SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Data Communications Coordinator	**REPORTS TO:**	Assigned Supervisor
DEPARTMENT:	Information Technology	**CLASSIFICATION:**	Classified
FLSA:	Exempt	**SALARY GRADE:**	054
			AASD Supervisors'
REVISED:	July 1, 2002		

BASIC FUNCTION:

Plan, install, and maintain data communication networks for District computer systems.

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. **E**

Evaluate available systems and recommend acquisition. **E**

Plan, install, and maintain communication software. **E**

Evaluate impact of on-line changes on district's user and computer operations. **E**

Act as district liaison within a multi-vendor communication system. **E**

Provide technical training to systems analysts, programmers, operations personnel, and other district staff. **E**

Evaluate hardware and software products which support communication networks. **E**

Coordinate data processing aspects of energy monitoring with other district personnel. **E**

Coordinate installation and maintenance of timeshare software, optical scanner software, and data entry software. **E**

Train, supervise, and evaluate the work of assigned professional and clerical staff. **E**

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.
Reading and writing English communication skills.

ABILITY TO:
Update and maintain data communication systems in an IBM System 370, OS/VS environment.
Operate standard office equipment including microcomputers and related software applications.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

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.

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