

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Library Systems Network Coordinator

BASIC FUNCTION: Under the supervision of the area Manager, the coordinator implements and maintains a secure network of the Library (and the District) and its users; identifies and mitigates network threats such as denial of service attacks, virus outbreaks, SPAM, or unauthorized application use that may threaten the integrity of student, faculty, and/or staff data; ensures proper backup and restoration of servers and data stored on them; manages network infrastructure and resources; creates applications; and other Web-based services for both the library Internet and Intranet Web sites; assists in content management and technical support for academic and administrative purposes; analyzes Web log files and identifies performance issues.

PROVIDES WORK OR LEAD DIRECTION TO: May provide work or lead direction to short-term employees and student workers.

REPRESENTATIVE DUTIES:

1. Designs, installs, configures, manages, monitors and troubleshoots routers, routing software, routing production environment, switches, switching software, switching production environment, UPS systems, UPS support of the networking production environment, the network management stations, and network management appliances.
2. Installs, configures, manages, and monitors Library Directory Services and Novell eDir & Windows Active Directory including DHCP, user/group account creations, shared storage resources, and server resource security.
3. Installs, configures, manages, monitors, troubleshoots, and analyzes network NAM network analyzer, and Intrusion Detection System.
4. Maintains inventory records for network equipment.
5. Maintains network diagrams and IP addressing documentation.
6. Maintains server inventories records including Hostnames, IP addresses, and applications.
7. Evaluates and recommends new security, network and server hardware/software for purchase and implementation purposes.
8. Supports users' environment.
9. Maintains/provides network resource and infrastructure in the production environment.
10. Maintains current knowledge of networking including router and switch software, contemporary network server operating systems (UNIX, Linux, Windows, etc.), network server applications, workstation OS, and workstation software applications.
11. Maintains records of work and documentation including installation procedures for server applications and procedures for client workstation connectivity to server apps.
12. Performs operation task on networked servers and their operation systems for academic and administrative applications running on library servers.
13. Troubleshoots problems with LAN/WAN connections and corrects problems in network, server operating systems, and server applications.
14. Coordinates library staff on IT project on a project by project basis, and leads direction to short-term staff.
15. Participates in interviewing and selection of staff.
16. Manages the creation of documentation protocols for library IT staff's assigned tasks.
17. Provides last level tech support for library micro support desktop staff.

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18. Installs, configures, manages, monitors and troubleshoots library network printing environment for all library computer applications.
19. Provides INNOPAC systems administration, networked and stand-alone database applications programming hardware and software acquisition, and end-user technical support for networked and stand-alone computer systems, OCLS cataloging and interlibrary loan system, and the library administrative systems.
20. Manages the creation, maintenance, and revision of the library's website, ezproxy server. Maintains smooth and consistent access to the INNOPAC, library website, ezproxy server, and digital repository server.
21. UNIX script programming to automate tasks in the servers.
22. Coordinates activities (analysis, specification, testing, training and documentation) associated with Web-based applications.
23. Analyzes' Web server logs and identifies key heuristics.
24. Installs, configures, manages, monitors, and troubleshoots MySQL database server and relational database PostgreSQL SQL database servers.
25. Installs, configures, manages, monitors and troubleshoots Apache Tomcat web application server, JAVA Servlet Engine, and the Dspace Digital Archive application server.
26. Investigates new technologies and makes recommendations related to Web security, programming, and development.
27. Develops and maintains an effective, collaborative working relationship with District Information Services to ensure effective interaction and interfaces between library systems and district computerized operations.
28. Manages and plans for the library's systems and connections to the campus network and the Internet; participates in computerized development projects.
29. Maintains awareness of California Community College system-wide issues regarding computerized management and information resource systems, and contributes to identification and resolution of those issues which have implications for library information systems and technologies.
30. Participates in District-provided in-service training programs.
31. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
32. Performs other duties, related to the position, as assigned.

EDUCATION: A bachelor's degree from an accredited institution in computer science or related field, or equivalent working experience is required.

EXPERIENCE: At least three years of fulltime experience in installing, configuring, and working with local and wide area networks, servers, switches, routers, and website is required.

LICENSES/CERTIFICATIONS: Professional certification (such as Microsoft, Cisco, A+...) is preferred.

KNOWLEDGE OF: Router, switches and their operating systems. Knowledge and experience with contemporary network OS such as UNIX, Linux, and Windows.

ABILITY TO: Solve business problems through the effective use of technology; communicate technical details to a non-technical audience, identify and troubleshoot network errors; understand and carry out complex oral and written instructions; work independently and in project teams on multiple projects.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Co-workers, other departmental staff, students, contractors, vendors, consultants, and the general public.

WORKING CONDITIONS: Normal library/office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.