

Polk County Sheriff's Office Job Description
2103 Networks Coordinator

February 21, 2000, Revised October 9, 2006

Position Concept:

The Networks Coordinator monitors and coordinates the day-to-day operations of the Polk County Sheriff's Office's LAN-based network and works closely with Information Technology Section members. The member performs various technical duties and tasks specific to the position.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Networks Coordinator may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

- Evaluate LAN-based projects
- Assist implementing LAN-based projects
- Assist with general support tasks
- Act as consultant for network hardware and software
- Maintain integrity of LAN operating and hardware system
- Monitor LAN daily activity
- Prepare LAN activity report
- Assist members with needs
- Implement expansions and upgrades
- Investigate system problems
- Provide network corrective action
- Maintain documentation
- Perform workstation installations
- Coordinate LAN downtime and recovery

Education, Professional Certification or License:

- Two (2) year college degree in Computer Science or related technical fields preferred
- A comparable amount of training may be substituted
- Valid Florida driver's license

Professional Experience:

- Experience in use and installation of personal computers software and hardware
- Experience in the use of Fourth Generation Language (4GL)
- Experience with information systems in a law enforcement setting

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Works near high voltage electrical system
- Works in sedentary conditions with prolonged standing and walking

**Polk County Sheriff's Office Job Description
2103 Networks Coordinator**

Required Skills and Knowledge:

Knowledge of:

- Computer equipment
- Electrical tools
- Personal computers/LAN system
- Geographical area
- PCSO policy and procedures

Ability to:

- Communicate computer knowledge
- Work independently
- Operate a motor vehicle
- Read and write English
- Use tools

Skills:

- Computer
- Computer repair
- Good English grammar
- Customer service
- Fine motor coordination
- Fine visual
- Basic mathematical
- Data communication
- Mechanical

Physical Requirements:

- Climb
- Crawl
- Bend/squat
- Lift 30 lbs.
- Walk
- Ambulate independently
- Sit for long periods
- Stand for long periods
- See at normal range or with accommodation
- Hear at normal level or with accommodation
- Speak English understandably
- Manual dexterity

For additional information on this position refer to the Job Task Analysis.