HUMAN RESOURCES DEPARTMENT   Job Title: Airport Network Coordinator
EMPLOYMENT AND   Sch.& Grade PAT-9_____
COMPENSATION DIVISION   Class Code CI10_____
                                                                      FLSA Status   Non-exempt_____
                                                                      Bargain Unit Elig. Not Eligible_____
                                                                      Occupational Group IT Infrastructure and Applications

PRIMARY PURPOSE:
To perform specialized and responsible work to maintain computer network performance and security characteristics, maintain network file servers and communications systems configurations, and support expansion of network equipment and technology at the Springfield-Branson National Airport.

SUPERVISION:
Under general supervision of the Assistant Director of Aviation, Administration. Supervises assigned staff.

DESCRIPTION OF WORK:
ESSENTIAL FUNCTIONS:
1. Performs daily administration of networked computer equipment including, but not limited to, file servers, ATM equipment, routers, bridges, hubs and gateways. Coordinates network resources with Airport tenants as required.
2. Performs daily communications systems administration, including coordination of additions, moves and/or changes in users, hardware, software or communications services. Coordinates communications services with Airport tenants as required.
3. Monitors daily operation of network, monitors network traffic and performance, maintains user accounts, print queues, network security and file access permissions, and system back-ups.
4. Manages network protocols (such as TCP/IP, PPP, IPX, etc.) and remote access security.
5. Maintains and keeps current diagrams, models, charts and other documentation on network layouts and configuration in an organized manner.
6. Assigns network addresses to network devices as needed and manages database of network addresses.
7. Maintains and keeps current all user, software and equipment information in an organized manner.
8. Troubleshoots and repairs network communication and performance problems. Installs hardware and software updates and patches as needed to insure optimal productivity. Ensures that hardware and software resources are adequate to meet user needs.
9. Performs periodic virus and storage problem preventive maintenance.
10. Analyzes and recommends areas for improvements in computer networking, communications systems, internet access and automation. Assists in the installation and configuration of new equipment and/or services.
11. Trains and assists individuals in the use of specific network and communications systems and equipment. Produces manuals and training materials as needed.
12. Communicates with users, vendors and dealers on a regular basis, including gathering details, assessing problems, recommending possible solutions, etc.
13. Assists in the selection of data management tools and installation/configuration of new systems. Develops data management systems as appropriate.
14. Assists in implementation of enhancements to the Airport's website including, but not limited to, updated Airport information, live video feeds, multiple-user flight information display system (MUFIDS) data, etc.
15. Assists in implementation of MUFIDS and other data transmission to locations outside the Airport.
16. Completes performance evaluations, participates in and recommends staff hiring, and recommends and implements appropriate disciplinary action.

IMPORTANT FUNCTIONS:
1. Travels to remote locations to perform support functions.
2. Reads, studies and interprets technical manuals, periodicals and other information related to network and communications systems.
3. Performs minor office administration tasks such as copying, filing, faxing, etc.
4. Responds to emergency network outages and problems after normal working hours as required
5. Attends training, conferences and seminars for professional development purposes.
Performs related work as required.

QUALIFICATIONS REQUIRED:
Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

<u>**Knowledge**</u>
Local area network theory, operation and equipment; Ethernet, TCP/IP, IPX, Novell and Windows/Windows NT operating systems, 10/100mbps Base-T cabling, network hubs, switches, routers, gateways, wide area network interfaces, CSU/DSU, fiber optics, FDDI, ATM, SONET, token ring; computer functions such as printing, spreadsheets, databases, word processors and drawing/CAD tools.

<u>**Abilities**</u>
Perform network management as assigned; prepare clear, concise and comprehensive reports; train and assist Airport employees and tenants as required; follow oral and written instructions; communicate effectively both verbally and in writing; successfully interface and communicate with Airport employees and tenants at all levels; deal effectively and courteously with tenants, associates and the general public; present an overall professional image; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy and the Airport Board's goals and objectives; perform the essential functions of the job without posing a threat to the health and safety of others.

<u>**Experience, Education, and Training**</u>
Typically requires graduation from an accredited college or university with a bachelor's degree in computer science, computer information systems, or related area, plus at least one year of experience in computer network maintenance. Education, training and/or experience must have included experience in local area networking. Certified Netware Engineer (CNE) certification desirable, as well as experience with ATM and communications systems. Appropriate experience may be substituted for the education requirement on a year-for-year basis.

<u>**Physical Requirements**</u>
Performs bending, squatting, kneeling, sorting and reaching from ground level to overhead; lifts, carries, pushes and pulls up to 40 pounds, must be able to hold and grip objects; must be able to operate a computer keyboard and/or mouse; may be subject to sitting for long periods of time.

<u>**Working Environment**</u>
Indoors with heating and cooling regulated in a general office environment.

<u>**Licensing/Certification**</u>
None required. CNE certification is desirable.

<u>**Miscellaneous Requirements**</u>
If operating a motor vehicle during the course of performing job duties, must possess a valid Missouri Motor Vehicle Operator's License. Must satisfactorily complete background checks as required by both the City and the Federal Aviation Administration.

Last Revision:	September 6, 2015	**GENERAL ORDINANCE NO.** 4961
Comments:	Occupational Group	**Date**: February 7, 2000

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____   **Date:** _____