

SNOHOMISH COUNTY JOB DESCRIPTION

TECHNOLOGY COORDINATOR

Spec No. 3208

BASIC FUNCTION

The primary duties of this class are in support of the county's network enterprise systems. Responsibilities are to plan, coordinate, develop, and implement methods to manager the technical production efforts for the Department of Information Services, including system and network operations, engineering activity, asset tracking, and resource utilization.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assist in facilitating and coordinating large network and systems projects.
2. Develop, implement and maintain detailed standards for network and systems production procedures; process languages, log files and general operational information.
3. Review and approve all technical documentation submitted for production processing by technical Staff.
4. Organize and plan for the preparation, staging, prioritization and scheduling of processing projects, designated data backups and retention; and oversee automated and manual data library systems and catalogues.
5. Perform and help coordinate the duties of departmental network administrators and conduct periodic meetings to convey technical standards, changes, and procedural adjustments.
6. Plan for and administer initial and on-going registration and tracking of networked and stand-alone software and production equipment; maintain software and hardware databases.
7. Plan, assist and coordinate disaster recovery activities: including site and equipment rebuilds, software reloads and specials recovery processing.
8. Plan, recommend and procure software, hardware maintenance contracts, and support contracts as needed.
9. Lead the work of associated staff as assigned.
10. Assist and coordinate the development of technology policies and guidelines, including software license policies, technology use guidelines, system, and network administration procedures.

STATEMENT OF OTHER JOB DUTIES

11. Perform the duties of the related staff or supervisor in his/her absence.

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MINIMUM QUALIFICATIONS

Associates degree in computer science and five (5) years data processing operations, network administration or related experience; OR the equivalent combination of training and/or experience which provides the necessary knowledge and skill to perform the work. Must pass job related tests.

SPECIAL REQUIREMENT

Employee must be bondable. Candidates for employment must successfully pass a criminal background investigation, which includes fingerprinting.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Current hardware, operating systems and standard application software utilized by the county; I
- Methodologies for data preparation and process management;
- Data media management technology and techniques; System and network administrative processes;
- Project management practices and techniques;
- Disaster planning and recovery processes; Practical application of computer operations procedures; Client service level management;
- Technical practices for computer testing, conversion and production operations;
- Methods to manage processing records, documentation procedures, polices and associated audit requirements;
- Software licensing and audit requirements;
- Technology use policies and guidelines.

Ability to:

- Operate personal computer, peripheral equipment and standard office automation software, including word processing, spreadsheets, and databases;
- Establish and maintain positive work relationships with clients, superiors, associates and vendors;
- Communicate effectively both verbally and in writing with technical and non-technical clients and staff;
- Work as a team member on implementation projects and special assignments;
- Work independently with minimal supervision;
- Flexibility in approaching work tasks while working under pressure and meeting fixed deadlines;
- Analyze general hardware, software, systems and applications problems and facilitate implementation of sound solutions;

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KNOWLEDGE AND ABILITIES (continued)

- Develop and maintain schedules for efficient work flow and prioritize tasks in complex and changing environment;

Ability to:

- Exercise good judgment as to when to act independently and when to refer situations to a higher authority;
- Maintain accurate detailed records, contractual, and legal documentation;
- Delegate, coordinate, review and facilitate the work of other staff.

WORKING CONDITIONS

Positions in this class typically require focusing on a computer screen for more than two (2) hours, and constant precise control of fingers and hand movements, daily lifting, moving or carrying objects over twenty (20) pounds and crouching, crawling, bending or kneeling. Employee may be called into work during off duty hours, on weekends, and on holidays.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: Production Control Technician Senior

EEO Category: 3 – Technicians

Pay Grade: 240 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous