

Florida State Courts System Class Specification

Class Title: Distributed Systems Network Coordinator

Class Code: 4230

[Pay Grade: 111](#)

General Description

The essential function of the position within the organization is to manage the State Courts network systems. The position is responsible for supervising staff; planning; designing, implementing, operating and maintaining the Courts System's network infrastructure; managing network security; and performing related administrative functions, including reporting. The position works independently, reporting major activities through periodic meetings.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.

Designs, engineers, implements, operates and maintains a complex TCP/IP-based statewide (LAN and WAN) network infrastructure to support voice, video and data applications in support of the statewide Courts System.

Configures routers, switches, firewalls, and wireless access devices; specifies, bids and approves telecommunications circuits for data and voice transport in support of the statewide court network.

Troubleshoots network connectivity issues; ensures secure network access; provides end user support and training as required.

Leads, trains and mentors staff on networking principles and operations; provides consultation to court technology officers in local area network design, TCP/IP traffic flow and control and security.

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Captures requirements from multiple sources and translates requirements to white paper and senior level presentations.

Reviews billing and maintenance agreements for network-based equipment; adjusts billing for errors with vendors and financial staff as required.

Oversees, reviews and approves expenditures for the area of responsibility; provides fiscal data for preparation of annual budgets.

Ensures compliance with policy and procedures for the area of responsibility; interprets policy for staff as required.

Manages administrative matters such as preparing employee performance evaluations, preparing routine or special reports, developing and administering training, or providing for staff technical or professional growth.

Attends or conducts staff and other professional meetings to exchange information; attends technical or professional classes, workshops or seminars to improve technical or professional skills.

Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Supervises or directs others by determining or interpreting work procedures, assigning specific duties, maintaining harmonious relations, and promoting efficiency.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

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Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of a large division or minor department, and/or handling of very large amounts of money.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses advanced mathematical concepts and models in experimental design.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads and interprets advanced professional materials; writes extremely complex reports and papers; speaks to high level professional groups.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of principles of logical thinking, technological or legal practice to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with serious impact - affects most units in organization, and may affect citizens; probability of damage is likely.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Formulates new concepts or theories through original research to resolve unconventional problems.

Safety of Others:

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

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Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Bachelor's degree in computer science, communications engineering, information technology or a closely related field.

Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Six years of related experience, including extensive knowledge of State Courts System operations.

Licenses, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None