

# IT Coordinator

Location: Beloit, KS

Reports to: NCKCN Systems Administrator

Status: Full Time

FLSA Status: Exempt

## **Purpose:**

The IT Coordinator is responsible for assisting the Systems Administrator with the overall operation, installation and maintenance of the communication networks, and computer technology for North Central Regional Planning Commission (NCRPC) and NCKCN. The IT Coordinator works directly with Administration, Faculty and Staff to ensure all hardware, software, and networking systems are properly operating, installed and maintained.

## **Minimum Qualifications**

- Networking, Internet, web site development and maintenance experience required.
- Higher education background/experience preferred.
- Previous supervisory or instructional experience preferred.
- Understanding of and demonstrated proficiency of computer, networking and Internetworking operating systems.
- Understanding of and ability to manage communication technology resources.
- Ability to train and supervise staff.
- Must have excellent organization and communication skills.
- Familiarity with new information technologies and commitment to their implementation, application, and maintenance.
- Employment dependent upon a pre-employment background screening

## **Physical Requirements/Environmental Conditions**

- While performing the duties of this job, the employee is regularly required to stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone keyboard
- Specific vision abilities required by this job include close vision requirements due to computer work
- Occasionally lifts and carries items weighing up to 50 pounds
- Requires travel to remote offices and network locations
- Indoors, environmentally controlled
- Ability to sit at a computer terminal for an extended period of time

## **Job Duties:**

### **Essential Functions**

- Regular attendance and timeliness
- Responsible for assisting the Systems Administrator in:
  - All NCRPC/NCKCN networks.
  - Manage and maintain all Servers and Workstations.
  - Oversee integration of the NCRPC/NCKCN Information System Servers.
  - Manage Secure Servers and provide proper security for network including, but not limited to backup, maintenance and disaster tolerance.
  - Responsible for all PC maintenance.
  - Develop or recommend new technologies and recommend new purchases of equipment for the technology department, plan and budget.
  - Maintain complete inventory of all computers, software, and communication related equipment.
  - Assure that faculty are informed of communication policies, and user procedures.
  - Provide leadership in orientation, training, and education for faculty in the use of the computers, communication technology, and Internet services.
  - Maintain the telephone system.
  - Maintain the security system.
  - Maintain the email system.
  - Review relevant areas of the website and recommend changes to your supervisor
- Maintains confidentiality and accurate records
- Demonstrate a daily commitment to NCRPC/NCKCN Mission, Vision, and Values

**Other duties as assigned by the IT Director, Executive Director and Office Manager, or the President.**

### **Compensation**

- Full-time Position
- Compensation based on experience
- Vacation per NCRPC policy
- Medical leave per NCRPC policy
- Medical Benefits Package
- KPERS

### **About NCKCN**

North Central Kansas Community Network Co., also known as NCKCN, is a 501(c)3 non-profit affiliate of the North Central Regional Planning Commission (NCRPC) and is a broadband internet service network covering North Central Kansas.

## How to Apply

Applicants shall include a cover letter, resume, unofficial transcripts, and contact information for three professional references.

Requested documents may be emailed to: [officemanager@ncrpc.org](mailto:officemanager@ncrpc.org)  
Subject Line: IT Coordinator Employment Opportunity

Or may be sent by mail or delivered to:

**North Central Regional Planning Commission**  
Attn: IT Coordinator Employment Opportunity  
109 N. Mill, P.O. Box 565  
Beloit, KS 67420

Please contact Pepper Roberg at NCRPC at (785) 738-2218 with questions.

Position open until filled.

The NCRPC is an Equal Opportunity Employer.

