

Informational Technology  
2009-10 Staff, Extension, & Job Descriptions

<i><b>Ext.</b></i>	<i><b>Name</b></i>	<i><b>Title</b></i>	<i><b>Job Description</b></i>
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**IT Office**

5216	David Fernandez	Executive Director of Technology	Oversees Technology Dept, Budget, IT projects, E-Rate, IT Personnel, Dept vision in collaboration with Senior Staff
5212	Sheri Sense	Administrative Assistant I	IT Budget, Purchasing, Vendor Quotes, Web Price Sheets, Novus Acct. Setups, Personnel issues, general assistant for Director
5214	Cheryle Kane	Secretary I	Work Order Database, Warranty, Repair purchases, receptionist
5224	Han Nguyen	Programmer Analyst	District programmer, data base reporting and web & window programming

**Network and Systems Support**

5221	Steve Frost	Network Manager	Network planning, Service Issue repairs
5179	Mike Gardner	Network Coordinator II	Network troubleshooter, server setup & maintenance, IT Account Requests
5222	Gary Serencsa	Network Coordinator II	Network troubleshooter, server setup & maintenance, IT Account Requests, Programmer
5223	Raul Bejarano	Network Coordinator II	Network troubleshooter, server setup & maintenance, backups, MAP testing support, IT Account Requests
5220	Heinrich Schuster	Telephone/Data Coordinator II	Telephone (moves/changes/additions), voice mail, cabling, repair
5223	TBA	Computer Network Systems Installer	Login problems, network printing, cabling, MAP testing support, library support

**Computer/Printer Repairs at Donaldson**

6215	Richard Coca	Computer Repair Technician Lead	Service call prioritization, Computer Repairs/Repurposing
6216	Antonio Garcia	Computer Repair Technician	Computer Repairs & Installations, Desktop Upgrades
6213	Max Chamorro	Computer Repair Technician	Computer Repairs & Installations, Desktop Upgrades

**AudioVisual/Media Repairs at Donaldson**

6214	Claudio Araya	Assistant A/V Repair Technician	Media Delivery, A/V Repair, Video Networks
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**Management Information Systems**

5161	Jean Scott	Manager MIS	Stu Info Mgmt SW Administration, Coordinates State/Federal Reporting
5162	Mary Mullen	MIS Database Specialist	Stu. Info Mgt. SW training & technical support

**Graphics and Printing**

4057	Jamie Gurule	Courier/Computerized Copy Machine Operator	Oversees Graphics and Printing, customer relations, generation of income, graphic design, all purchases of supplies
4055	Janice Brandt	Computer Graphics Tech	Operates computerized copy machines, limited graphic design
4055	Barbara Costa	Courier/Computerized Copy Machine Operator	Operates computerized copy machines, limited graphic design, deliveries
4063	Debbie Darthard	Graphics & Printing Lead	Reception & customer service, log in jobs, record keeping
4055	Valerie Lucas	Assistant Lead	Assists in reception and customer service, log in jobs, etc.