

NETWORK MANAGER

JD Locator: 2.22.5

Adopted: 3/03

Revised: 5/06, 6/09

REPORTS TO:	Coordinator of Technology Services
CLASSIFICATION:	Classified
FLSA STATUS:	Non-Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of classified staff.

JOB SUMMARY

To design, operate, and maintain the district network as an efficient, stable and secure communications channel for the administration and educational program.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Designs new networks and expansions to existing networks. Develops knowledge of current and future technologies, planning for future growth and capacity.
2. Manages installation of networks. Tests and documents all network cabling. Develops logical and consistent schemes for identifying connections. Maintain all wiring closets.
3. Assists with moves and setup of computer labs. Performs repairs to network cabling and connections, and routes cables appropriately.
4. Maintains a system for responding to requests for additional network connections in conjunction with other technology staff. Maintains an inventory of networking tools and supplies.
5. Sets up and manages hubs, switches, servers, wireless bridges, access points, and routers. Implements software and hardware upgrades to maintain optimum capacity of networks.
6. Identifies and solves network problems, utilizing a logical troubleshooting sequence and consulting service providers, vendors, and offsite technical support.
7. Monitors traffic, incidents, and trends. Maintains records, logs, network diagrams, and other documentation. Manages Cisco SmartNet contracts.
8. Implements security systems on networks and servers. Maintains a password database. Responds to security advisories and takes appropriate action to protect data and systems.
9. Manages IP address assignment, DNS services, and DHCP services. Helps solve user problems with TCP/IP.
10. Maintains network address translation and the firewall.
11. Manages internet content filtering, e-mail, web, and other network servers.
12. Assists with the setup and management of Apple, Linux, and Windows Servers.
13. Implements consistent on and off-site backup procedures.
14. Assists with routine maintenance and cleaning of equipment.
15. Provides emergency assistance as required to maintain district technology services.
16. Develops a flexible work schedule with the supervisor to maintain district technology services.
17. Works with other technology staff, including computer technicians, data processing director, and instructional technology specialists to establish and maintain efficient and reliable network communications.
18. Increases knowledge and stays abreast of trends, innovations, and practices in network and server related tasks

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATION REQUIREMENTS: *The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.*

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. Four-year degree in information systems management, computer science, or related field or equivalent experience.
2. Certification or proof of ability to program and manage Cisco routers, switches, and firewalls.
3. Knowledge and experience designing and troubleshooting complex networks.
4. Knowledge and experience setting up and supporting DHCP, DNS, and Network Address Translation.
5. Knowledge and experience managing network operating systems, including Mac OS X Server and Windows 2000 Server.
6. Knowledge and experience analyzing network problems with network testing equipment and packet analysis tools.
7. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
8. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Ability to write reports and correspondence consistent with the duties of this position.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to read, analyze, and interpret information.
4. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
5. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

REASONING ABILITY

1. Ability to interpret a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.

6. Excellent computer and keyboarding skills.
7. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
8. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
9. Ability to work independently with minimum supervision.
10. Ability to use independent judgment and demonstrates initiative to act without being asked.
11. Knowledge of common network and system security vulnerabilities and fixes.
12. Ability to design a network and see it through to completion.
13. Familiarity with common network protocols.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to bend or twist at the neck and trunk, reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee is frequently crawling under desks or working above suspended ceilings. Specific vision abilities required by this job include close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to loud. Duties are performed primarily indoors and occasionally outdoors. Employee is exposed to moving mechanical parts; high precarious places; risk of electrical shock; and vibration. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Signature	Date	Supervisor's Signature	Date
----------------------	------	------------------------	------