Position:	Manager, Network Systems	**FLSA:**	Exempt
Department/Site:	Technology Department	**Salary Grade:**	46
Reports to/Evaluated by:	Director of Information Technology	**Salary Schedule:**	Classified Management

SUMMARY

Responsible for all components of the local area and wide area networks governing the data communications among personal computers. This includes computer networks, mail systems, telecommunications for microcomputers, and servers. Plans and designs the implementation of the network infrastructure including hardware/software recommendations. Oversees technical support and help functions that relate to networks, security, redundancy, and connectivity.

DISTINGUISHING CHARACTERISTICS

This is a first-line management position and the senior-most network professional requiring specialized education and training in the field of study, typically resulting in a Bachelors degree in computer science, network certification, and 3-5 years of experience, including project or team leadership of a technical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for the entire data network including operations planning and design, work order generation, moves, adds, changes, fault prediction, trouble detection/correction, traffic measurement, circuit analysis, path testing, and general maintenance.
- Supervises the configuration, installation, and maintenance of directory structures, security, and applications software. May survey users to determine common applications and variety of software.
- Coordinates the installation and configuration of all network users, e.g., computers, printers, cabling, peripheral communications equipment, servers, routers, and switches.
- Manages and monitors server system performance.
- Researches, determines, defines, and proposes changes and upgrades to network infrastructure, operating systems, and applications to ensure continuous operations, desired performance, and service.
- Manages and participates in troubleshooting and resolving complex network hardware and operations problems, including but not limited to connectivity, internet access, electronic mail, and file servers. Works with fellow staff, equipment users, vendors, and independent contractors to identify and resolve problems.
- Advanced knowledge and understanding of Active Directory and Virtual Environments including VMware.
- Ensures proper installation and configuration of the full range of network, Ethernet, fiber-optic, and server devices.
- Oversees the planning and design of networks for new schools, modernization, and library media centers. Monitors new network installations.

- Facilitates processes that lead to recommendations on hardware and software products to be used on networked servers.
- Establishes protocols and procedural controls for operation of the network systems.
- May participate with applications developers and programmers to design custom programs that involve network access.
- Performs other duties as assigned that support the overall objective of the district.

QUALIFICATIONS

Knowledge and Skills: Requires specialized professional knowledge of personal computer based local and wide area networks; network operations through multiple servers; integration of data and telecommunications; principles and practices of data processing and systems administration. Must know the physical elements of the network including twisted-pair Ethernet and Fiber Optic connections. Requires a thorough understanding of the topologies of Ethernet. Requires a thorough understanding of District protocols including TCP/IP. Requires well-developed communication skills to convey highly technical concepts with a wide range of internal contacts and deal effectively with external contractors. Requires excellent personnel management skills; conducting training and facilitating small group processes.

Abilities: Requires the ability to perform all relevant duties with only general supervision. Must be able to work effectively in a team environment. Must be able to plan, organize, and implement a network with multiple servers and perform the full range of complex and technical duties described above. Must be able to analyze and evaluate the needs of users and develop the most effective program or solution to meet those needs. Must know how to install, configure, maintain and troubleshoot equipment, systems and programs, used by District offices and sites. Must be able to prioritize and delegate work. Must be able to read, interpret and apply complex technical information.

Physical Abilities: Requires ambulatory ability to move to various office and classroom-type locations and to bend, stoop, crawl, climb ladders, and reach to install cables and equipment. Requires sufficient hand eye coordination and dexterity to make small component connections. Requires sufficient visual acuity to read technical documents and instructions and align small components. Requires sufficient auditory ability to carry on routine conversations. Requires the ability to lift, push, and pull objects of heavy weight (less than 75 lbs.) on occasional basis. Requires the ability to work in confined areas with noise variations, dust, and limited ventilation. Ability to sit for extended periods of time.

Working Conditions: Work is typically performed indoors where some safety considerations exist form physical labor, positioning in cramped areas, and handling of medium weight, yet, awkward materials. Travel to and from sites may be frequently required. Candidate must have their own transportation.

Education and Experience: Requires a Bachelor's degree in computer science or related technical field and 3-5 year's experience in network operations, and network administration. Additional experience may substitute for some higher education. Requires Microsoft Certified Systems Engineer (MCSE), Cisco Certified Network Associate (CCNA), or equivalent certification. Requires specific experience in the design, implementation, and on-going support of a local and wide-area network, business procedures, and academic applications. Requires specific experience managing technical personnel.

Licenses and Certificates: Microsoft Certified Systems Engineer or Cisco Certified Network Associate. Requires a valid driver's license.