# Network Manager

Under the general direction of the Technology Coordinator the Network Manager will plan, implement and maintain the district network and its services. Responsibilities will include, but are not limited to, documentation, installation, maintenance, and optimization of District network services: servers, e-mail systems, routers, switches, hubs, wireless systems, building wiring, and indirect oversight of Network Computer Technicians.

Examples of Duties:
1.  Design network plans for district sites, insure that vendor installations are complete and comply with industry standards and anticipate future standards;
2.  Plan for the protection of District Data by implementing and maintaining a firewall and other schemes to secure the district network and data;
3.  Insure redundant backups of mission-critical data on a set schedule;
4.  Maintain technical aspects of District's internal and external web presence;
5.  Design, implement, and maintain district-level servers and their supporting software;
6.  Author and maintain district and school site network and server documentation;
7.  Develop and maintain an online database for the Tech Support department containing contact information for technical support beyond the scope of district personnel as well as account information for various vendor contracts;
8.  Provide computer/network related training to district staff members as needed;
9.  Offer support and guidance to Network Computer Technicians;
10. Increase knowledge and stay abreast of trends, innovations and practices in network and server related tasks by attending training courses and conferences and conducting self-guided research.
11. Other duties as assigned.

Desired Qualifications
1.  School site experience:
2.  Experience in computer repair and maintenance;
3.  Prior experience maintaining and documenting WANs & LANs and services;
4.  Possess the experience necessary to set up and maintain Macintosh / UNIX / Microsoft based E-mail, HTTP, DNS, DHCP, LDAP, FTP, and FileMaker servers
5.  Experience in documenting Local and Wide Area Networks;
6.  Familiarity with common network protocols such as TCP/IP, AppleTalk, IPX/SPX, NetBEUI, NetBIOS, and others commonly used;
7.  Familiarity with serial, parallel, coax, CAT 5, fiber optic, and wireless solutions;
8.  Understanding of the OSI model and the ability to apply it to real-world situations;
9.  Ability to design a network and see it through to its completion;
10. Experience with various network maintenance and troubleshooting software;
11. Knowledge of common network and system security vulnerabilities and fixes;
12. Must possess the knowledge and willingness to stay abreast of trends, innovations and practices in both microcomputer and networking technology, including hardware and software.

Education, Experience, and Training
1.  College level coursework in computer networks and computer trouble-shooting.
2.  Vendor specific training for microcomputer systems and network equipment.
3.  Four years of progressive experience with technology in an educational environment or equivalent experience or education.
4.  Training in routing, switching, network concepts, network OS's, and general systems administration tasks.
5.  High School Diploma or equivalent, Associate Degree -desired, BA/BS preferred.
6.  Valid California driver's license.

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 frequently required to walk and continuously required to stand.  The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl.  The

employee is occasionally required to reach with hands and arms and repeat the same finger motion many times, as in typing at a keyboard.   The employee continuously uses hand strength to grasp tools.  The employee must occasionally lift and/or move up to 50 pounds such as: computers, printers, etc.  The employee is frequently crawling under desks or working above suspended ceilings.  Specific vision abilities required by this job include close vision, and depth perception and peripheral vision.

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.

The information contained in this job description is for compliance with the American 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 individuals currently holding this position and additional duties may be assigned.