Purpose Statement
The job of Network Manager was established for the purpose/s of assisting in the development of District and department goals and objectives; designing, implementing and administering District local and wide area network systems; providing high level technical support; supervising and training department staff; managing assigned projects; and providing leadership in the areas of District technology usage.

This job reports to Network Manager

Functions

• Administers systems and servers related to district LAN and WAN (e.g. email systems, accounts, workstation ID, IP assignments, classroom computers, security, antivirus, spyware, etc.) for the purpose of ensuring availability of services to authorized users.

• Designs network infrastructure (physical and virtual) for the purpose of ensuring effective and efficient networking systems.

• Maintains network operations and software applications (e.g. servers (file, print, application, WEB, database, proxy, etc.), operating systems, districtwide server backup, routine maintenance programs, etc.) for the purpose of ensuring efficient operations.

• Manages servers and network resources including network applications for the purpose of delivering services in compliance with established guidelines and/or objectives.

• Participates in a variety of planning and development activities, including districtwide committees for the purpose of creating short and long range plans for programming support to the district.

• Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

• Prepares written materials (e.g. procedures, system level documentation, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

• Recommends equipment, supplies and materials for the purpose of acquiring required items and completing jobs efficiently.

• Researches trends, products, equipment, tests, etc. for the purpose of recommending procedures and/or purchases.

• Responds to emergency situations as needed for the purpose of resolving immediate concerns.

• Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance and support.

• Trains other District staff (primarily within the technology area) for the purpose of ensuring their ability to use new and/or existing operating systems and application software.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities
SKILLS are required to perform multiple, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: utilizing pertinent network, application, operating system monitoring and troubleshooting hardware and software; adhering to safety practices; planning and managing projects; and preparing and maintaining accurate records.
KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: current, legacy and emerging operating systems (multi platform); environments and network protocols; router configurations; Inter/Internet applications; data security and recovery, project management, processes and methodology; IP telephony; video surveillance; and CATV.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: setting priorities; establishing effective relationships; being attentive to detail; communicating with diverse groups; conveying technical information to non-technical audiences; and working nonstandard hours.

Responsibility
Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment
The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally hazard free environment.

Experience
Job related experience within specialized field is required.

Education
Bachelors degree in job related area.

Equivalency
None Specified

Required Testing
None Specified

Certificates & Licenses
Valid Tennessee Driver's License & Evidence of Insurability; A+ certification desired; Microsoft MCSE or equivalent desired; CISCO CCNA certification desired

Continuing Educ. / Training
None Specified

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status
Exempt

Approval Date

Salary Grade

Job Description: Network Manager

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