

TITLE: NETWORK OPERATIONS MANAGER

QUALIFICATIONS:

1. Knowledge of principles, theories, methods, materials, media and equipment used in the analysis and development, design, installation, operation and maintenance of LAN and WAN technologies and servers including the operating systems, applications, protocols and topologies
2. Knowledge of installation, maintenance and support of network systems
3. Knowledge of network security requirements, procedures, implementation and administration
4. Ability to train, supervise and evaluate assigned personnel
5. Ability to serve as the department head in his/her absence or as required
6. Ability to evaluate new technologies as they apply to District needs
7. Ability to organize, plan, cost and complete network development projects efficiently in accordance with District quality standards and within given budget constraints
8. Ability to communicate complex technology issues clearly either orally or in writing and make effective oral presentations
9. Ability to plan, organize and direct day-to-day activities and services of the department's network staff
10. Experience in supervising technical staff
11. Bachelor's degree in related area or equivalent experience in applied setting

REPORTS TO: Administrator as assigned

SUPERVISES: Staff as assigned

JOB GOAL: To provide support to instructional and administrative staff and students by way of planning, organization and direction of the activities related to management of the District's local and wide area network facilities, personal computers and peripheral equipment

PERFORMANCE RESPONSIBILITIES:

1. Under general direction, is responsible for broad and complex assignments in support of highly complex, multi-platform network systems
2. Management of the planning, design, installation and support of all LAN and WAN hardware and software
3. Management of multiple types of servers, including E-mail, Web, Network Monitoring, Disaster Recovery, File, Print, Application and Database servers
Manage network administration, operation and support
5. Coordinates the installation, troubleshooting and implementation of all District personal computers and peripheral equipment
6. Provides for proper documentation of all network and server systems
7. Confers with and coordinates School and District technical groups regarding technology capabilities and feasibility of implementing new technologies
8. Serve as primary resource for instructional and administrative technology information

9. Participates in long-range planning efforts of the District and Schools for all areas relating to the use of networks, server systems and other technologies
10. Participate in the evaluation, costing, selection, testing and implementation of Data Processing data and server-related software and hardware
11. Confers with hardware and software vendors to obtain information, resolve problems and arrange and conduct demonstrations and evaluations of products under consideration by the District
12. Assure School and District compliance with network policies, procedures and protocols across multiple systems
13. Advises the Director of Data Processing on current technology innovations
14. Develops and schedules priorities, assigns responsibilities, assures efficient and timely completion of projects and prepares time and cost estimates and progress reports
15. Confers with the Director of Data Processing regarding evaluation and selection of contract firms and conduct Internet research on potential suppliers
16. Provides coordination and/or oversight of contract work as assigned
17. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year according to current schedule; management salary schedule, class 29

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable