

HILLSBORO SCHOOL DISTRICT 1 J

1070

JOB DESCRIPTION

Network Manager

DIVISION: Information Services
DEPARTMENT: Administrative Services
IMMEDIATE SUPERVISOR: Technology Coordinator

GENERAL DUTIES: This position will design, install, and maintain all components of the data network infrastructure.

ESSENTIAL REQUIREMENTS:

- A. Thorough knowledge of the policies, procedures, and practices of network and information systems
- B. Thorough knowledge of network systems design, analysis, and troubleshooting principles and procedures
- C. Ability to analyze complex network practices and operations, develop appropriate applications and provide meaningful data and training on effective usage
- D. Ability to troubleshoot and diagnose specific problems with the network, computers, and associated equipment
- E. Thorough knowledge of computer hardware and software applications, including networking, programming, database design, peripheral equipment, and network security
- F. Knowledge of, and experience working with, Win 2000, Active Directories, Exchange, SQL, and other back office products
- G. Knowledge and experience working with Network Routing/Switching, configuration, specific OSPF, PIX, ISA
- H. Ability to provide insight and recommendations on network, computer hardware and software systems, and recommend appropriate equipment and solutions to comply with quality, specifications, budget, support, and enhanced features requirements.
- I. Ability to perform complex diagnostic and technical service utilizing the appropriate equipment and tools
- J. Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language
- K. Ability to understand and follow oral and written policies, procedures and instructions
- L. Ability to prepare and present accurate and reliable reports containing findings and recommendations
- M. Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions

- N. Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines
- O. Display integrity, ingenuity and inventiveness in the performance of assigned tasks
- P. Physical requirements which may be included in an eight-hour day:
 - 1. Stand/walk 3 - 5 hours
 - 2. Sit 1 – 8 hours
 - 3. Lift Up to 50 pounds
 - 4. Perform repetitive motions with hands and fingers

ESSENTIAL RESPONSIBILITIES:

- A. Perform all duties in accordance with Hillsboro School District 1J Operating Procedures
- B. Implement network hardware and software, including switches and routers for network functionality
- C. Troubleshoot network connectivity problems, including monitoring network and servers for problems, diagnosing problems, and taking the appropriate corrective measures to ensure an expedient resolution
- D. Assist in implementation of network disaster recovery and hardware, software, and information protection and file integrity
- E. Assist in analyzing the District's recommendations for network and computer system requirements, and select appropriate replacement or upgrade equipment, including vendor selection, quote generation, purchasing decisions, and proper delivery and installation for the network
- F. Ensure network security by insuring proper user accessibility, Internet usage, and current settings
- G. Perform other related duties as may be assigned by the supervisor or the Superintendent