**Technician/Network Manager**

Reports to – Chief Information Officer

Hours of Employment – 8 per day

Terms of Employment – 233 days per year

Assists with the coordination and control of network operating system software, including virus protection, security administration, relational database software, backup and restoration of data, file system usage and file sharing administration, as well as supporting and maintaining the District’s technology equipment.

**PERFORMANCE RESPONSIBILITIES**

1. Maintains the integrity of the district's local area networks.
2. Coordinates and controls operating system software for the District sever computers; coordinates the installation of operating system software, including the installation of new releases.

3. Manages the district Active Directory database and Group Policy, including the creation of user accounts and resetting of user account information as needed.

4. Inspects, isolates and diagnoses network and system malfunctions and determines appropriate repair procedures; replaces defective parts and restores equipment to proper operation; analyzes and resolves general software malfunctions.

5. Installs, configures, and monitors network hardware, including servers, switches, access points, routers, and network wiring.

6. Installs, configures, monitors and backs up network-based software, such as security system software, library software and lunch programs.

7. Responds to end user work order requests.

8. Provides technical guidance to staff and local school computer users.

9. Installs network printers and maintains latest drivers for printers.

10. Maintains a current network map and listing of IP addresses.

11. Records regular and special board meetings and posts the video files to the District’s website.

12. Performs other duties as assigned by supervisor.

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**PHYSICAL DEMANDS**

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

**MINIMUM QUALIFICATIONS**

1. Associates Degree in a tech related field
2. Working knowledge of networks
3. Valid driver's license

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board Chairperson

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee