TITLE: **Manager Network Systems**

QUALIFICATIONS:

1. ~~Has college level course work in electronics or network systems~~ Holds a minimum of an Associate’s Degree in Computer Science, or related field, OR a minimum of five-years industry related experience
2. ~~Networking Systems Certification’s~~ Current industry-related certificates preferred
3. Has five years’ experience ~~in the Network technology field including supervisory experience~~ directing and coordinating network and computerized management information systems
4. Has supervisory experience or serving in a leadership capacity
5. 6. Has organization, oral and written communication skills
6. ~~Has demonstrated ability and aptitude or competence for assigned responsibilities~~
7. 5. Has demonstrated the ability ~~or potential~~ to communicate and work effectively with all staff and ~~community~~ stakeholders

REPORTS TO: Director of Technology

JOB GOAL~~: Plans, implements and supports Network solutions between multiple platforms.~~ Responsible for the design, maintenance, documentation ~~oversees development~~ and implementation of all current and future network systems. ~~within the Information Systems on the Network and PC’s. Systems development includes configuration data, security, resource monitoring and analysis of Network problems. Analyze engineering and Network problems, develops well-defined procedures and programs in the delivery of practical systems solutions.~~

PERFORMANCE RESPONSIBILITIES:

1. ~~7.~~ 1. Directly supervise Network and PC technicians, including training, planning, assigning and directing work, appraising performance, addressing complaints, resolving problems, and improving quality of work

2. ~~1. Examine~~  Proactively monitor ~~school district networks~~ LAN and WAN ~~on a regular basis~~ for needed repairs, ~~and~~ maintenance, and outages

1. 3. ~~Establish and~~ Collaboratively recommend priorities on network systems, installation and implementation in compliance with state guidelines (KETS)
2. 4. Prepare estimates of cost of repair projects in terms of labor, material and overhead
3. ~~Oversee planning of network design and state mandated projects~~ 5. Manage projects as they relate to network design, district initiatives, and state mandates
4. 6. Develop a system for efficiently dealing with emergency repair problems ~~with efficiency~~
5. 7. Order approved materials as needed and make purchase recommendations ~~of~~ for supplies and equipment ~~for purchase~~ in compliance with state guidelines (KETS)
6. ~~Supervise and/or inspect as necessary all work done under his/her supervision, constantly striving to improve the quality of work, the person hour productivity, the general condition of all equipment and network systems~~
7. ~~Consult with building principals regarding the establishment of regular preventive maintenance programs~~ 8. Adhere to all applicable state and federal law, Board Policy, and administrative regulations
8. Conduct regular site visits, lead quarterly meetings, and ~~P~~provide technical assistance to ~~individual~~ School Technology Coordinators
9. Maintain licenses, inventory, and related records as required
10. ~~Interview, recommend, provide training for all staff members necessary to the technology program~~
11. ~~Organize and administer in-service training programs for technology personnel~~ 11. Serve as a resource to Network and PC technicians by providing assistance/resources, organizing and administering training as required, and conducting regular team meetings
12. 12. Review and approve invoices for work performed by outside contractors
13. 13. Model continuous learning and improvement through review of current industry-related literature and participating in professional development opportunities ~~Maintain a professional awareness of current literature related to the field as well as state and federal law, Board Policy and administrative regulations~~
14. Develops, maintains and tests disaster recovery plans
15. Prepares and maintains documentation of network configurations and cabling layouts
16. Perform other duties consistent with the position assigned as may be requested by the supervisor

TERMS OF EMPLOYMENT:

* Salary – Management Salary Schedule
* 8 hours per day; additional evening and weekend hours as needed
* 40 per wk.
* 260 days
* 12 months
* Board approved 1-21-99, Revised 9-11-08, Revised 11-12-2015