TITLE: **Manager Network Systems**

QUALIFICATIONS:

1. Holds a minimum of an Associate’s Degree in Computer Science, or related field, OR a minimum of five-years industry related experience
2. Current industry-related certificates preferred
3. Has five years’ experience directing and coordinating network and computerized management information systems
4. Has supervisory experience or serving in a leadership capacity
5. Has organization, oral and written communication skills
6. Has demonstrated the ability to communicate and work effectively with all staff and stakeholders

REPORTS TO: Director of Technology

JOB GOAL: Responsible for the design, maintenance, documentation and implementation of all current and future network systems.

PERFORMANCE RESPONSIBILITIES:

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. Proactively monitor LAN and WAN for needed repairs, maintenance, and outages
3. Collaboratively recommend priorities on network systems, installation and implementation in compliance with state guidelines (KETS)
4. Prepare estimates of cost of repair projects in terms of labor, material and overhead
5. Manage projects as they relate to network design, district initiatives, and state mandates
6. Develop a system for efficiently dealing with emergency repair problems
7. Order approved materials as needed and make purchase recommendations for supplies and equipment in compliance with state guidelines (KETS)
8. Adhere to all applicable state and federal law, Board Policy, and administrative regulations
9. Conduct regular site visits, lead quarterly meetings, and provide technical assistance to School Technology Coordinators
10. Maintain licenses, inventory, and related records as required
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. Review and approve invoices for work performed by outside contractors
13. Model continuous learning and improvement through review of current industry-related literature and participating in professional development opportunities
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~~ 246 days
* 12 months
* Board approved 1-21-99, Revised 9-11-08, Revised 11-12-2015