**Network Manager**

Reports to – Director of Technology

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.

<u>PERFORMANCE RESPONSIBILITIES</u>
1. Maintains the integrity of the district's local area networks.
2. Coordinates and controls operating system software for the District server 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. Responds to end user work order requests.
7. Provides technical guidance to staff and local school computer users.
8. Records regular and special board meetings and makes the video available on the district server.
9. Recommendations for network hardware as needed.
10. Plan and configure backups of critical district data, as well as ensuring the integrity of those backups.
11. Assists in the management of the KDE supplied anti-virus solution and OS Update solution, as well as any other KDE mandated network systems.
12. Create and deploy computer images for end-user workstations
13. Configure and maintain district network based software
14. Oversee installation of larger end-user technology pieces such as projectors, boards, etc.
15. Perform preventative maintenance on computers and equipment
16. Assists with student technicians
17. Assists with management of GADS/GAFE
18. Performs other duties as assigned by supervisor.

<u>PHYSICAL DEMANDS</u>
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.

<u>MINIMUM QUALIFICATIONS</u>
1. Associates Degree in a tech related field or 4 years equivalent work experience
2. Working knowledge of networks
3. Valid driver's license

Approved by: _____    Date: _____
          Board Chairperson                          June 20, 2017

Reviewed and agreed by: _____    Date: _____
                    Employee