

DELANO UNION SCHOOL DISTRICT

NETWORK MANAGER

JOB SUMMARY

Works under the direction of the Director of Technology or as directed by the Assistant Superintendent-Business manages the District Wide-Area Network (WAN) and assists in the supervision of the technology support staff.

QUALIFICATIONS

Experience/Education

Required: Certified NetWare Engineer (CNE) designation and 1 year as Manager in a complex network environment

Or

3 years as Manager in a complex network environment

Plus

Microcomputer configuration and troubleshooting (hardware and software)

Desirable: Microsoft Certified Software Engineer (MCSE) designation

A-plus certification

Bachelor of Arts degree in a related field

Formal and/or informal training in data processing principles, computer applications, and computer hardware

ESSENTIAL FUNCTIONS OF THIS POSITION

- 1. Design, monitor, and upgrade system software configuration;**
- 2. Monitor network hardware and coordinate or perform repair when needed;**
- 3. Monitor District Wide-Area Network (WAN) to assure appropriateness, effectiveness, and timeliness of information received;**
- 4. Install application software and create application objects used by Novell Application Launcher;**
- 5. Monitor network applications such as e-mail to see that they are running smoothly**
- 6. Monitor daily backup of data on each server;**
- 7. Suggest and assist in implementing changes in hardware or software to enhance the effectiveness of the network;**
- 8. Act as resource to technicians in assisting users experiencing difficulty with applications**
- 9. Perform network software maintenance activities;**
- 10. Document the network hardware and software layout;**
- 11. Set up workstation images to be used by Technicians in re-imaging workstations to minimize troubleshooting time;**
- 12. Monitor network logs on a random basis to assure that users observe Acceptable Use Policy;**

Network Manager

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1. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements.

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|----|------------|---|----------------|----|---------------|---|---------------|
| 1. | Seldom | = | Less than 25 % | 3. | Often | = | 51 - 75 % |
| 2. | Occasional | = | 25 - 50 % | 4. | Very Frequent | = | 76% and above |
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- 4 a. Ability to work at a desk, conference table or in meetings of various configurations.
 - 2 b. Ability to stand for extended periods of time.
 - 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
 - 4 d. Ability to hear and understand speech at normal levels.
 - 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
 - 2 f. Ability to bend and twist, stoop, kneel, crawl, push and pull.
 - 2 g. Ability to lift 50 lbs.
 - 2 h. Ability to carry 50 lbs.
 - 3 i. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Other related duties as assigned.

Employee: _____

Date:

Authorized Representative: _____

Date:

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.