

CLASSIFICATION TITLE: *Network Manager*

Salary Range: 23

DEFINITION:

Manage and maintain network and computer equipment including servers, switches, telecom systems, desktop and mobile computers and peripherals. Support users throughout Sutter County Superintendent of Schools Office and Sutter County school districts.

DIRECTLY RESPONSIBLE TO:

Under the immediate supervision of the Director of Information Technology

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Server and Network Administration and Support

Maintains local area and wide area networks. Installs network and applications software, configuring and maintaining computers and other hardware for networks, maintaining network servers, computers and peripherals. Maintains day-to-day operation of servers: installs applications, creates user accounts and assigns passwords. Maintains network server security. Develops and implements network security policy and strategies. Performs server backup. Troubleshoots and maintains network infrastructure. Researches and recommends new equipment and software. Researches and tests new applications; provides recommendations for software and hardware. Ensures compliance with software licensing and copyright agreements on all systems owned and operated by Sutter County Superintendent of Schools and its satellites. Maintains website and HTML server. Drafts policies for and monitors compliance with Federal and Local regulations for internet & computer usage. Ensures compliance with County Office policies. Maintains and monitors content filtering proxy to Internet as required by California State Education Code. Maintains and modifies databases and data storage systems as needed. Represents the Sutter County Superintendent of Schools through attendance and/or participation in regional trainings and conferences. Travels to provide service to partner agencies as necessary.

Technical Support

Installs microcomputers and related peripheral equipment including printers and scanners. Troubleshoots and maintains computer equipment; performs diagnostics on microcomputers to determine problem correction procedure; performs repairs of computers; maintains standard computer configuration for classroom and office computers. Completes documentation required for work order tracking and parts acquisition/billing.

Staff Support and Development

Provides both individual and group instruction and computer training on the operation of standard computer applications. Identifies training needs of computer users, and develops curriculum or locate off-campus instruction accordingly. Provides network/computer support/training to localized agency's satellites as requested. Attends and participates in staff meetings and in-service activities, attends workshops, conferences and classes. Analyzes issues, propose solutions and make recommendations for utilizing technology to streamline processes and increase efficiency throughout the localized agency and its satellite sites.

MINIMUM QUALIFICATIONS

Education:

Sufficient formal and/or informal training consistent with the requirements of the position.

Training and Experience:

Three years progressive experience in the field of network management; experience with windows server operating systems, Microsoft Exchange and HP Procurve network equipment preferred.

Knowledge of:

Operating knowledge of server and computer operating systems; common server and computer hardware troubleshooting and repair; network infrastructure standards; working knowledge of hardware included but not limited to: firewalls, routers, switches, file servers, data servers, and print servers.

Ability to:

Operate standard office equipment including computer, copier, etc.; accurately prepare, create, edit, and design memos, reports, letters, forms and other documents; utilize computer equipment at a level which allows for the selection, maintenance, and repair of hardware and software; maintain the confidentiality and security of sensitive information and files; organize and prioritize work; read, interpret, and apply rules, laws, and procedures; follow complex written and verbal instructions; communicate effectively, both orally and in writing; establish and maintain effective relationships with those contacted in the performance of required duties, i.e., students, parents, clients, staff, and the general public.

License or Certificate:

Possession of or ability to obtain a valid California driver's license in order to drive from site to site.

Special Requirements:

- Ability to work in a standard office environment with some ability to sit, stand, walk, kneel, stoop, and reach.
- Ability to lift 50 lbs.
- Ability to travel to different sites and locations.