

CENTRAL VALLEY SCHOOL DISTRICT
Administrative Job Description

TITLE: NETWORK MANAGER/SERVER MANAGER

CONTRACT: 260 day position

POSITION SUMMARY-NETWORK MANAGER:

Supervise Technical Support Staff, maintain current network infrastructure, design and maintain network management equipment and software, design and build network configuration profiles, recommend hardware and software upgrades and new selections.

POSITION SUMMARY – SERVER MANAGER:

Supervise, direct, and evaluate technical staff whose major focus is server technical support. The position also provides on demand technical assistance and support for all servers (emphasis on Microsoft Servers) in the district. This includes software, hardware and operational support to ensure minimal down time and greatest staff productivity. Recommends hardware and software upgrades as needed.

RESPONSIBLE TO: Supervisor of Educational Technology

SALARY/BENEFITS: This position is on the district's 5310 schedule.

ESSENTIAL JOB FUNCTIONS:

1. Maintain district LAN/WAN. Support network equipment, including routers, switches, fiber and T-1 lines. Maintain network software including HP Open View and other network analysis tools. (Network Manger)
Maintain Exchange Server and connector components such as Blackberry, Internet Security and Acceleration Servers, Websense or other filtering software, and SQL Servers except those directly maintained by MIS. Evaluate and monitor Active Directory including Domain Controllers, Policies, Sites, DNS, WINS, DHCP, RIS, SUS, OU structure, DFS. (Server Manager)
2. Design, analyze, implement, and document network hardware and software. (Network Manager)
Evaluate and maintain security needs of district to provide high level of availability, reliability and confidentiality. (Server Manager)
3. Supervise and direct district technical support staff as assigned.
4. Provide written and verbal reports to the Technology Supervisor as requested.
5. Collaborate with vendors for systems integrations such as phones, data, video.
6. Exhibit confidentiality and initiative.
7. Perform other duties as required by the Supervisor of Educational Technology.

QUALIFICATIONS:

1. Degree in Computer Science/Electronics arena or 5 or more years work experience in technology.
2. Demonstrated skill in configuring, managing, and troubleshooting routed networks in both traditional and fiber environments. (Network Manager)
Monitor server health and maintain service pack levels, anti virus, and other updates. (Server Manager)
3. Demonstrated skill in configuring, managing, troubleshooting servers and intranet systems, mainframe to Ethernet connectivity.
4. Knowledge and experience with LAN/WAN issues.
5. Effective written and oral communication skills.
6. Demonstrated ability to coordinate effectively with user personnel and management at all levels.
7. Experience in project monitoring.

Job Description History

Revised 8/97

5/99

3/03

5/05