

TITLE: Network Systems Analyst/Manager

- QUALIFICATIONS:**
1. A vocational/technical or Associate Degree from an accredited college or university in Computer Science or a related field - Bachelor's Degree preferred
 2. Demonstrated experience in network management including at least one year at an enterprise level
 3. Microsoft® Certified System Engineer (MCSE), Microsoft® Certified System Administrator (MCSA) or equivalent certification(s).
 4. Ability to communicate, written and spoken, effectively to both technical and non-technical personnel
 5. Demonstrated familiarity with various enterprise level applications including Microsoft® server applications Exchange, Internet Security and Acceleration Server, Internet Information Server. Experience with Linux and server virtualization highly desirable.
 6. Ability to program using various programming languages necessary to automate and operate network systems as well as meet specific requirements of the users
 7. Ability to work flexible hours to meet training and downtime schedules
 8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough technical understanding of computer, server and network operations, maintenance and security. Ability to maintain preventative maintenance schedules and implements pre-emptive procedures as well as corrective action procedures when the need may arise. Provide professional support and guidance to the technical staff and clients, assisting in quick resolution to technical support situations. Programming ability as related to network management. Demonstrated ability to design, develop, document, analyze, test and modify computer systems, network topologies and applications related to the network and computer operating systems. Ability to assist in the development implementations and refinement of plans, standards and specifications as to guide the district in providing effective, efficient and innovative technological services that support the school district's mission. Ability to provide both technical and managerial assistance to comply with various privacy, records retention and public disclosure requirements as they relate to network resources and network security. Management/supervisory abilities as related to the operations of network services and maintaining a client focused operation. Ability to work independently and make competent decisions on matters affecting areas of responsibility. Ability to assist in the oversight of technicians and such scheduling for proper technical support throughout the district. Ability to understand and carry out both written and oral directions.

REPORT TO: Information Technology Coordinator

<u>JOB GOAL:</u> To support student learning and district-wide efficiency through the support of technological tools, primarily computers, computer networks, security and their related applications.

PERFORMANCE RESPONSIBILITIES: *Essential Performance Responsibilities

- * 1. Manage, including installation and configuration of applications, the enterprise area network throughout the district
- * 2. Analyze, design, create, modify, document, and test computer applications and systems related to the operation of network and machine operating systems
- * 3. Develop and maintain user accounts, profiles, permissions and policies to meet the security and usability needs within the district
- * 4. Coordinate and manage technology services including but not limited to Internet access, Electronic Mail, instructional applications and other services within the district
- * 5. Establish, implement and maintain all network security standards, guidelines and supportive operations
- * 6. Manage the implementation and operation of Intranet and Internet services for the district
- * 7. Assist technicians with technology implementations and support when appropriate
- * 8. Maintain preventive maintenance schedules and pre-emptive procedures providing for a high level of service quality.
- * 9. Maintain reasonable disaster recovery plans and procedures.
- * 10. Maintain a reasonable level of cross training and documentation to assist in the long term uninterrupted availability of services.
- * 11. Ensure that all district servers, applications and network are properly secured from internal and external threats.
- * 12. Establish, implement and maintain all network security standards, guidelines and supportive operations.

- * 13. Coordinate with 3rd party vendors in problem resolution, research, maintenance and testing of security products.
- * 14. Assist in the development and management of procedures, policies and specifications as related to technology implementation, use, and compliance with privacy, record retention and public disclosure requirements.
- * 15. Assist in the planning process as related to informational technology operations including budgeting, future technologies, appropriate technologies, innovative uses and enterprise growth.
- 16. Perform such other duties as may be assigned from time to time by the supervisor.

PHYSICAL DEMANDS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools or controls; reach with hands and arms; and talk and hear.

The employee must frequently lift and/or move up to 20 pounds and occasionally must lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Noise level in the work environment is usually quiet to moderate.

TERMS OF EMPLOYMENT: Salary and benefits shall be paid consistent with the District's approved compensation.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.