



BRIDGEWATER-RARITAN REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

SECTION **CENTRAL ADMINISTRATION**

CATEGORY **CLASSIFIED PERSONNEL**

TITLE **LAN/WAN MANAGER**

QUALIFICATIONS

1. College degree in Computer Science and current Microsoft certification preferred.
2. Strong interpersonal and communications skills.
3. Excellent analytical, problem solving, and project management skills.
4. Excellent verbal and written communication skills.
5. Previous experience managing large-scale computer networks and the associated personnel in a school district environment or any combination of training, education and experience which provides the following knowledge, skills and abilities:
 - a. Thorough understanding of current Microsoft server products and their associated structures.
 - b. Thorough understanding of networking protocols, software and equipment.
 - c. Experience with troubleshooting networking issues as well as desktop operating systems or applications.
 - d. Experience with securing computer data, disaster recovery and the creation of necessary protocols/procedures.
 - e. Experience with cloud infrastructure and virtualization.
 - f. Experience managing a large scale IP Phones or Cloud Managed Phone environment
 - g. SQL experience preferred

REPORTING RESPONSIBILITY

The LAN/WAN Manager directly reports to the Director of Technology.

JOB GOAL

The LAN/WAN Manager, working under the direction of the Director of Technology, is responsible for all aspects of the computer network including assisting in the development of long range infrastructure planning and implementation.

TERM OF EMPLOYMENT

Twelve- month contract. Eligible for benefits. District-wide. Non-Instructional. Non-Bargaining Unit Personnel.

EVALUATION

The LAN/WAN Manager shall be evaluated by the Director of Technology, in writing, at least once each year. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description. See Policy 4220.



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PERFORMANCE RESPONSIBILITIES:

A. Computer Network Infrastructure Planning, Operations and Maintenance

1. Design and manage short and long term IT projects and infrastructure planning.
2. Develop and manage backup systems.
3. Ensure the district has up-to-date resources, services, products and security.
4. Manages the District LAN/WAN/ including hardware, software and services to ensure the district has an efficient, effective, up-to-date and secure IT infrastructure.
 - a. Responsible for Local Area Network and Wide Area Network interoperability.
 - b. Configure, update and maintain network infrastructure including servers, routers, hubs, switches, UPSs and other hardware.
 - c. Create long range plan to upgrade and secure network infrastructure.
 - d. Monitor network performance and troubleshoot problem areas or issues.
 - e. Manage and oversee internet connectivity within the district.
 - f. Manage and ensure optimal operation of all network hardware and equipment.
5. Manages the testing and evaluation of hardware and software to determine efficiency, reliability and compatibility with the system.
6. Researches and makes recommendations associated with the purchase of LAN/WAN equipment, software or associated peripherals.
7. Oversee new and existing equipment, hardware, and software upgrades relating to network.
8. Design, monitor and support wireless networks and access points.
9. Manage planning and maintenance of network cabling, including MDF and IDF closets.
10. Manages network appliance installations and timely removal of old hardware ensuring optimal switching, filtering and wireless performance to maintain maximum uptime.
11. Oversee all aspects of network security.
 - a. Manage and ensure effectiveness of security solutions, including firewalls, anti-virus solutions, Virtual Private Networks (VPN) and content filtering.
 - b. Perform server and security audits. Patch and upgrade as necessary.
 - c. Design and manage system backups and recovery
12. Conduct cybersecurity audit and creates and maintains incident response plan for district IT Systems.
13. Interacts with outside vendors with regard to district projects as well as the testing, purchasing and troubleshooting of computer software or hardware.
14. Oversee, install and troubleshoot telephony equipment including VoiP Phones, Phone Lines, Copiers, Faxes, and Panic Buttons.
15. Manage Active Directory including users, printers, computers and groups.



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16. Evaluate and manage Group Policy.
17. Manage the image and deployment of software on laptops and desktops.
18. Upgrade software and operating systems.
19. Receive, prioritize, and respond to incoming work orders, calls, and/or emails regarding equipment and/or connectivity problems.
20. Act as main point of contact for managed services and openly communicate on upcoming updates and patches available.
21. Collaborates with System Manager to ensure work and projects align and support the district and department vision.

B. Personnel Management Responsibility

1. Organizes and implements, when necessary, the training of technical support team members.

C. Other Duties

1. Performs other duties and responsibilities incidental to the position or as assigned by an appropriate administrator.
2. Adheres to all district policies and regulations, including but not limited to:
 - a. Support Staff Member/School District Reporting Responsibilities - 4159
 - b. Physical Examination - 4160
 - c. Substance Abuse - 4218
 - d. Sexual Harassment - 4352
 - e. Electronic Communications Between Support Staff Members and Students - 4283

Approved: 6/14/2016

Revised: 6/14/2022