

# **NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION**

## **NETWORK MANAGER/PROGRAMMER**

### **Purpose of the Job**

Under general supervision, the successful candidate will provide engineering design, administration and support for Windows servers, network, routers, and switches, including hardware/software installation and upgrades, server monitoring, and related Windows network administration tasks.

### **Essential Job Functions**

- 1 Program and maintain databases and associated scripting to integrate information systems.
- 2 Manage, install, configure, and administer Windows servers in both the instructional and administrative settings within the North Kitsap School District.
- 3 Maintain security of all Windows and networking resources consistent with the objectives and policies of the District.
- 4 Work with Technology staff to develop strategies for network services and security.
- 5 Monitor server utilization and performance.
- 6 Work with Technology staff to identify and implement enhancements to ensure continued availability and best use of server resources.
- 7 Assist in resolving client/server networking problems.
- 8 Provide direct support to Technology staff as it relates to networking services.
- 9 Provide support for programming of network routers, switches, firewalls, filtering, and other network services.
- 10 Assist schools with planning and implementing educational programs that require network and server resources.
- 11 Resolve printing and file sharing problems within the Windows network.
- 12 Assist in maintaining district-wide inventory of computer equipment, peripherals, and software.
- 13 Other related duties as assigned.

### **Qualifications:**

#### **Education & Experience:**

- 1 Associates Degree in computer science, or closely related field (preferred).
- 2 Three years (full-time) experience in Windows 2003 & 2008 networking and administration. May substitute up to one year of experience with MCSE certification.
- 3 Experience administering Active Directory and multiple servers in a Microsoft Server 2003 & 2008 environment.
- 4 Experience administering LINUX/UNIX server environments desired.
- 5 Experience working in academic/educational environment desired.
- 6 Experience integrating Windows and Macintosh workstations with Microsoft Active Directory desired.
- 7 Experience with design and implementation of Microsoft Exchange, IIS, SQL Server, and other Microsoft technologies.
- 8 Experience with Voice Over IP (VOIP) telephone systems.
- 9 Experience administering virtual server environments and storage area networks desired, particularly within a Microsoft Hyper-V environment.
- 10 Experience with SQL programming, including scripting, creation of complex queries, data models, and stored procedures required.
- 11 Experience with one or more scripting languages including VBScript, JavaScript, or Powershell required.

**Knowledge Skills & Abilities:**

- 12 Strong analytical and troubleshooting skills.
- 13 Ability to manage multiple tasks or projects simultaneously.
- 14 Ability to work effectively in a high stress, high demand environment.
- 15 Strong interpersonal skills and ability to communicate technical information to non-technical staff.
- 16 Strong knowledge of networking concepts in both LAN and WAN environments.
- 17 Ability to move or carry objects weighing over 50 pounds.
- 18 Ability to crouch, crawl, bend, or kneel to service computers and network equipment.

**Licenses, Certificates & Special Requirements:**

- 1 MSCE certification preferred.
- 2 Training or certification with router management.
- 3 Training or certification with layer 2 and layer 3 switches.
- 4 Training or experience implementing and/or managing VOIP telecommunications equipment.
- 5 Valid Washington State Driver's License and good driving record.
- 6 Occasional need to work outside of normal hours or on weekends to implement upgrades, provide emergency services, or respond to equipment problems.

**Reporting Relationship:**

Reports to the Director of Instructional Technology & Assessment.

**Conditions of work:**

**Union Affiliation:**

Non-Bargained

**FLSA Status:**

non-exempt

**Salary Range:**

Non-Bargained

**Job #/Job History:**

Created: 12/5/12

\_\_\_\_\_  
Immediate Supervisor      Date

\_\_\_\_\_  
Assist. Superintendent of HR & Operations      Date

*This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice.*