

WARREN HILLS REGIONAL PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: District Network Manager

QUALIFICATIONS:

1. High school diploma or equivalent training
2. Experience with Windows, Apple OS X, Apple iOS, and related systems administration
3. Windows, Apple, Cisco, or related certifications
4. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: Supervisor of Technology

JOB GOAL:

To administer and monitor the district's network infrastructure, servers, cloud services, backups, archives, and end user devices.

- A. Monitor and maintain all network connections routing data and voice communications.
- B. Serve as the network administrator of data servers, voice servers, payroll servers, and point of sale servers.
- C. Serve as the network administrator for routers, switches, access points, and all related network infrastructure.
- D. Administer the district's domain controllers to ensure networked resources remain secure from unauthorized access.
- E. Monitor and maintain virus and intrusion protection on all servers and Windows-based PCs.
- F. Maintain content filtering, firewall, and archival appliances to maintain compliance with local, state, and federal regulations.
- G. Conduct investigations related to the use of the district's networked resources as directed by the Superintendent.
- H. Administer the VOIP phone infrastructure including IP schema, call routing, physical phones, user accounts, and provide end user support.
- I. Implement a redundant data backup and archival strategy with corresponding recovery procedures.
- J. Maintain and coordinate relationships with vendors providing critical infrastructure services.
- K. Provide recommendations to the administration on Internet and network related policies and procedures.
- L. Provide prioritized recommendations to the Supervisor of Technology for the continued expansion of network capabilities to support the educational program.
- M. Provide prioritized recommendations to the Supervisor of Technology for the continued expansion of network security.
- N. Provide recommendations to the administration related to the purchase of network dependent devices and services.

- O. Serve as a liaison for network related resources as required by third parties for the installation and operation of IP-based systems including security cameras.
- P. Coordinate with the administration on plant operations and expansions as related to the district's network infrastructure.

Perform additional responsibilities as directed by the Superintendent and/or designee.

TERMS OF

EMPLOYMENT: Salary and work year as per the WHREA CBA

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the Board of Education's policy on evaluations.

Adopted: November 15, 2016