



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678

## NOTICE OF VACANCY

DATE

### **POSITION:**

NETWORK MANAGER

### **LOCATION:**

Department of Information Technology

### **POSITION SUMMARY:**

Supervises all Calvert County Public Schools (CCPS) network resources. These resources include network personnel, hardware, and software. Performs proactive management techniques to optimize all network resources. Performs assignment of tasks, monitoring of performance, and feedback on performance to network personnel. Performs lead role on all network projects. Performs planning, installation, maintenance, and upgrades to CCPS Local Area Networks (LAN) and Wide Area Networks (WAN). Work involves overseeing network performance to include identifying areas needing improvement, presenting and implementing distributed processing systems, and installing all network hardware and software ensuring compatibility amongst the components. Participates in the development and maintenance of software systems. Monitors and provides system security and network access. Implements and maintains a thin client network. Initiates and attends customer meetings to assure customer satisfaction. The work requires specialized training in the Information Technology field, experience supervising technical staff, and considerable experience. This position reports to the Supervisor of Information Technology.

### **REPORTS TO:**

Supervisor of Information Technology

### **EDUCATION, CERTIFICATION, AND EXPERIENCE:**

1. Bachelor's Degree in computer science or related field preferred
2. Two years experience supervising technical staff
3. Five (5) years of progressively responsible data networking experience that includes a proven responsibility for network design, administration and management of multiple departmental LAN and WAN environments.
4. Novell Netware Certified Network Engineer, Cisco Engineer, VMware Certified Professional or Microsoft Certified System's Engineer or equivalent experience.

### **KNOWLEDGE, ABILITIES, AND SKILLS:**

(These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.)

At the time of application, the candidate must have:

1. Knowledge of:

- Supervision of technical staff
- Supervision of staff in an educational environment
- Server architecture with experience designing, building, testing, implementing and maintaining Novell Netware 5, Windows NT 4.0, Unix, and Citrix WinFrame servers
- Test equipment use to trouble school Cat5 cabling, Fiber Optic cabling and wireless technology
- Procurement of network and desktop components in an educational environment
- Replacement of equipment under manufacturer's warranty agreements
- Firewall security, Proxy servers, and Cisco Routers
- Installation of Windows NT 4.0 workstation and Windows 98
- Installation of Microsoft Office and Corel Office products
- Principles and practices of WAN and LAN architecture, NOS and operations
- Installation and configuration of the Internet across a WAN
- Installation and configuration of Microsoft Exchange Server 5.5
- Troubleshooting hardware and software issues
- Knowledge of TCP/IP, WINS, DNS, DHCP, IPX, HTTP, and TELNET
- Knowledge of UNIX

2. Ability to:

- Lead others in highly technical situations
- Effectively communicate complex technical issues orally and in writing
- Apply analytical skills to solve complex technical problems and recommend solutions
- Implement, maintain, and improve LANs and WANs
- Establish and maintain effective working relationships and good customer service
- Deal effectively with the public

3. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

4. Demonstrates success in accomplishing tasks akin to those responsibilities listed below

**ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:**

1. Provides support for all school based computer labs.
2. Proactively monitors the LAN/WAN on a daily basis to prevent system faults.
3. Proactively monitors and tunes network equipment and software to optimize performance.
4. Designs, implements and maintains Windows servers, Novell Netware servers, Microsoft Exchange servers and Citrix WinFrame servers.
5. Designs, implements and maintains TCP/IP, DNS, WINS and DHCP schemas.
6. Designs, implements and maintains interfaces between network servers and desktop computers.
7. Designs, implements and maintains network hardware, including servers, network interface cards, fiber optic cable, copper cabling, intelligent hubs, intelligent switches, printers and scanners.
8. Maintains and verifies network backups and disaster recovery procedures.
9. Implements and maintains network security and anti-virus protection to ensure a safe and secure network in Calvert County Public Schools.
10. Documents all procedures, policies and configuration information.
11. Provides customer support to resolve network and desktop problems.
12. Assists in the procurement of network and desktop components.

13. Designs, implements and maintains a stable environment that provides continuous internet access.

**OTHER DUTIES:**

(Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)  
Performs related work as required or assigned by the Supervisor of Information Technology

**PHYSICAL DEMANDS:**

Regular operation of computer equipment. Transport and unpacking of items not to exceed 50 pounds per carton.

**UNUSUAL DEMANDS:**

Workers may be put on call and subject to call back.

**TERMS OF EMPLOYMENT:**

Twelve (12) month position and salary commensurate with qualifications and experience applied to the current salary schedule for support employees. All employees are encouraged to have automatic payroll deposit.

**FLSA STATUS:**

Exempt

**EVALUATION:**

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

**EFFECTIVE DATE OF POSITION:**

Immediate Vacancy

**APPLICATION PROCEDURE:**

**This posting will remain open until filled.**

All applicants please apply through the applicant tracking system located on the Calvert County Public Schools' website – [www.calvertnet.k12.md.us](http://www.calvertnet.k12.md.us).

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

**House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement**

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

**Nondiscrimination Statement**

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources  
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocracas.ed.gov> or call 1-800-421-3481.

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**Anti-sexual, Anti-racial and Anti-disability Harassment Statement**

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment.

Students, parents and community members may report allegations of harassment to:

Ms. Cecelia Lewis  
Director of Student Services  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Mr. Zachary Seawell  
Director of Human Resources  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to

prevent any form of harassment.

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