

School District of Bradford County

Job Description

Network Manager

FLDOE Job Code: 82007 – Supervisor, Administrative Technology

Qualifications:

1. Bachelor's degree or higher in Computer Science or Technology
2. Ten (10) years experience working with Network and Technology
3. Five (5) years managerial experience
4. Microsoft Certified System Engineer (MCSA), Cisco Certified Network Administrator (CCNS) and Network or Security Industry certifications are highly desirable.
5. Must possess expert technical knowledge of the hardware and software associated with LAN's, WAN's and telecommunication systems (ie. Routers, switches, firewall, patch panels, LAN/WAN communication protocols, server operating systems, SQL server, desktop operating environments, various transmission systems and associated management software).
6. Has the ability to work independently.
7. Has excellent interpersonal, communication and project management skills.

Knowledge, Skills and Abilities:

1. Possesses the knowledge, skills and abilities related to the Network Specialist position.
2. Knowledge and skills necessary to manage a team of employees to successfully implement and maintain quality solutions in a cost effective and timely manner.
3. Knowledge and skills necessary to manage bid processes and vendor contracts, negotiate prices, make orders, receive and account for assets, catalog and inventory technology assets.
4. Ability to research and stay abreast of technological advances and adhere to federal/state requirements.
5. Ability to take advantage of federal/state and grant allocations in an effective manner.

Reports to: Director of Information and Technology

Job Goal: Manage the Network and Technology team in such a way as to provide professional and quality service regarding district and school network and technology needs.

Supervises: Network Specialist, Network Associate, Lead Computer Technician, Computer Technician I and II

Performance Responsibilities:

1. Effectively manage the Network and Technology team and its projects.
2. Provide employee performance evaluations as directed.
3. Oversee all projects and services related to the Network and to district/school technology.
4. Stay aware of all federal and state requirements and industry standards for securing a network.
5. Participate in routine audits and ensure the district has an adequate disaster recovery plan.
6. Research new technologies and articulate these advancements to the Director of Information and Technology and to appropriate district technology committee(s).
7. Effectively negotiate best prices for technologies to include hardware, software, wiring and vendor services.

8. Oversee the ordering, receipt and inventory of technology assets.
9. Establish network and technology ITIL policies and procedures to ensure the safety of systems, data and information.
10. Oversee and provide leadership to the Network and Technology team on all projects and responsibilities.
11. Install district level server, network and related software.
12. Manage the Work Ticket system to ensure that all needs are addressed professionally, correctly and in a timely manner.
13. Perform other duties as assigned.

Physical Requirements: Medium work - Exerting up to 50 pounds of force occasionally and/or up to 25 pounds of force frequently as needed to move objects.

Terms of Employment: Salary and benefits shall be paid consistent with the district's approved compensation plan. 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 evaluation of personnel.

Administrative Salary Schedule