

**MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201**  
**JOB DESCRIPTION**

Job Title:	<b>Network Manager</b>	Reports To:	<b>Director of Information Technology</b>
Pay Schedule/Range:	<b>\$65,000 - \$80,000 based on experience, education and/or credentials</b>	FLSA Status:	<b>Exempt</b>
Prepared/Revised Date:	<b>February 2025</b>	Work Year:	<b>261 Days</b>

**SUMMARY:** The Network Manager manages, monitors, and maintains the network and server infrastructure for seven school buildings at Minooka 201.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

<b>Job Tasks Descriptions</b>
1. Manage and maintain network infrastructure: Switches, Access Points, and Firewalls
2. Manage and maintain network servers (Windows and Linux)
3. Manage and maintain Active Directory, Group Policy, and Intune policies
4. Manage and maintain overall network and device security
5. Monitor the network infrastructure performance and availability
6. Maintain accurate and up-to-date documentation of all IT Infrastructure
7. Diagnose and resolve network/server issues, including hardware and software failures, connectivity problems, and performance bottlenecks
8. Monitor and improve cyber security including vulnerability management
9. Manage and maintain hypervisor environment and backup solutions
10. Evaluate and improve the district's Disaster Recovery and Incident Response plans
11. Assist with bulk device configurations through tools, policies, and scripting
12. Willingness to learn scripting languages to automate processes
13. Willingness to evaluate and improve current processes and procedures in IT operations
14. Assist as level 3 help desk support when needed
15. Other duties as assigned

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High School Diploma or GED
- 4 years of IT experience
- 2 years of experience managing network infrastructure is preferred

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Valid driver's license
- Criminal background check required for hire; employment contingent on appropriate results.
- Certification of good health signed by a licensed physician

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Strong knowledge of networking concepts, protocols, and technologies, including TCP/IP, VPN, DNS, DHCP, LAN/WAN, routing, switching and wireless networks
- Demonstrates knowledge of Active Directory, Group Policy and Intune Policies
- Demonstrates knowledge of managing Hypervisors, VMWare preferred
- Understanding of the 802.1x protocol
- Ability to produce easy-to-follow documentation for technical staff
- Excellent troubleshooting and problem-solving skills with the ability to diagnose and resolve complex issues efficiently
- Effective communication skills (Verbal and written)
- Ability to solve problems independently or work cooperatively in a team
- Ability to be resourceful and proactive when issues arise
- Professional attitude and appearance
- Customer service attitude

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

<b>Reports to:</b>	<b>POSITION TITLE</b>	
	Director of Information Technology	
<b>Direct Reports:</b>	<b>POSITION TITLE</b>	<b># of Employees</b>
	None	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**WORK ENVIRONMENT:** The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.