CENTRAL UNIFIED SCHOOL DISTRICT   **POSITION DESCRIPTION**

Position: Network Systems Manager   **Classification:** Classified Management
    FSLA: Exempt
Reports to: Director, Technology Services   **Range:** Classified Management Salary Schedule

EDUCATION AND EXPERIENCE

Any combination equivalent to: degree in computer science or related technical field and 5 years' experience in network operations, network administration, and personal computer support. Cisco Certified Network Associate/Professional (CCNA/CCNP), CompTIA Network+, Security+, or equivalent certification preferred. Requires experience in the design, implementation, and on-going support of integrated local and wide area networks.

Certificate/License Requirement:
- Must possess a valid California Driver's License

SUMMARY

Under the direction of the Director of Technology Services, install and maintain the full range of district servers and networks enabling network services governing data communications among district computers. Provide advanced technical support and troubleshooting including network architecture and design. Provide lead technical support to other technology staff.

SPECIFIC RESPONSIBILITIES

1. Maintain network systems including routers, switches, servers, and workstations.
2. Installs, configures, tests, and implements servers and networks supporting multiple district network functions such as email voice over IP (VOIP) web services, cyber security, and network equipment.
3. Supervises, trains, and evaluates assigned personnel. Provides or coordinates staff training. Works with assigned personnel to improve work performance.
4. Monitors system performance, analyzing performance statistics, and modifying systems and operating parameters.
5. Formulates and implements systems including tuning strategies. Monitors disk space availability. Examines files on disks having insufficient space. Removes obsolete or other nonessential files, as necessary.
6. Develops, implements, and enforces network naming and addressing standards among all networks including those on different formats.
7. Collects systems workload and/or disk utilization statistics and projects future systems usage. Recommends systems hardware and software purchases to meet growth and security needs.
8. Configures, installs, and maintains directory structures, security, and applications software. May survey users to determine the common applications and variety of software as well as software needs.
9. Develops and maintains up-to-date documentation for network infrastructures, servers, and procedures. Conveys information to technology staff as appropriate regarding network and server interface protocols.
10. Develops strategies for network server data backup, including replication, recovery, and disaster recovery plans.
11. Schedules system downtime with end users and technical staff members to facilitate hardware and software upgrades, changeovers, and backups.
12. Coordinates with other networking staff regarding installation of computers, printers, cabling, peripheral communications equipment, servers, routers, wireless access points and switches.
13. Monitors memory usage of networks, network printing, and network technical resources. Maximizes performance and recommends upgrades as appropriate.

14. Researches, determines, defines, and recommends network changes to ensure continuous operations, desired performance and service.
15. Provides advanced troubleshooting methods to resolve network hardware and operations problems, including but not limited to connectivity, internet access, electronic mail and file servers. Works with fellow staff and users to identify and resolve problems.
16. Develops and maintains up-to-date documentation supporting assigned and related areas of responsibility.
17. Performs other duties as assigned that support the overall objective of the position.

SPECIFIC QUALIFICATIONS
KNOWLEDGE OF:
- Knowledge equivalent to CCNA, CCNP, Network+, or Security.
- Methods, tools and equipment used to troubleshoot and maintain routers, switches and servers.
- Professional knowledge of personal computer based local area networks.
- Network operations over multiple servers and platforms.
- Integration of data and telecommunications.
- Principles and practices of data processing and systems administration, including connectivity between network servers.
- Intermediate knowledge of enterprise cloud based architecture and management.
- Physical elements of the network including: fiber optic, twisted pair, and coaxial Ethernet cabling and connections; and routing, switching, and repeating equipment.
- Thorough understanding of the topologies with an understanding of district protocols.
- Communication skills to convey highly technical concepts to supervised staff.
- Sufficient math skills to set up numeric sequences.
- Writing skills to document user transactions and to outline steps for solving problems.
- Record keeping.
- Appropriate safety precautions and procedures.
- District Organization, operations, policies and objectives.
- Principles and practices of supervision and training.

ABILITY TO:
- Integrate all servers and networks into a common system.
- Plan, organize, and implement multiple networks.
- Perform the full range of complex and technical duties including server administration.
- Install networks including but not limited to workstation-to-server and server-to-network communications using multiple platforms.
- Install, configure, and troubleshoot networked computer workstations, systems, and programs used by the District in both instruction and administrative areas.
- Install and configure microcomputer components such as, but not limited to, cards and drivers. Fabricate and connect interface cables and connections between computers.
- Analyze and evaluate the needs of users and develop the most effective program or solution to meet those needs.
- Install, configure, integrate, maintain and troubleshoot equipment, systems and programs used by the district.
- Prioritize and delegate work.
- Read, interpret and apply complex technical information.
- Schedule work to utilize district technology personnel efficiently and effectively.
- Train, supervise and evaluate personnel.

PHYSICAL ABILITIES

QUALIFICATION REQUIREMENTS
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.

PHYSICAL DEMANDS
The physical demands described here 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. While performing the duties of this job, the employee is regularly required to speak, stand, talk, walk, see, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills. The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

This position is exempt from the overtime provisions of the Education Code.
(See Sections 45128 and 45130)

Board Approved: 4.27.2021