

Northfield

Public Schools I.S.D. 659 MINNESOTA

POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

May 2010

SECTION I: GENERAL INFORMATION

Position Title: Network Manager	Department: Technology
Immediate Supervisor's Position Title: Director of Technology	FLSA Status: Exempt
Band/Grade/Subgrade:	Bargaining Unit:
Job Summary: Under the direction of the Director of Technology, the Network Manager is responsible for assuring the smooth operation of the district's network systems and applications including recommendations concerning the design, implementation and maintenance of existing network operations, systems and components. The Network Manager also provides technical support to users in troubleshooting and resolving connectivity issues, monitoring and coordinating network security, system back ups and virus protection. In collaboration with the Director of Technology, the Network Manager assists in evaluating, recommending and implementing network enhancements and in developing technology strategies and procedures.	

SECTION II. ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Provides technical support, training and assistance to district staff and end users of the network.
Percent of Time:	30	
Tasks involved in fulfilling above duty/responsibility:		

Duty/Responsibility No:	2	Statement of duty/responsibility: Administers, maintains and monitors district technology systems and servers including email, SMART, building servers and switches/routers, internet filtering systems, and the district's student information system.
Percent of Time:	30	
Tasks involved in fulfilling above duty/responsibility:		

Duty/Responsibility No:	3	Statement of duty/responsibility: Assists the Director of Technology in developing and updating district technology policies and procedures pertaining to network operations and procedures.
Percent of Time:	5	
Tasks involved in fulfilling above duty/responsibility:		

Duty/Responsibility No:	4	Statement of duty/responsibility: Provides technical support and assistance to HR, finance and student information services in assuring continuous connectivity and access to these programs.
Percent of Time:	10	
Tasks involved in fulfilling above duty/responsibility:		

Duty/Responsibility No:	5	Statement of duty/responsibility: Coordinates and participates in backing up all network resources. Checks the accuracy of backup jobs. Restores system files, as necessary.
Percent of Time:	10	
Tasks involved in fulfilling above duty/responsibility:		

Duty/Responsibility No:	6	Statement of duty/responsibility: Performs network preventive maintenance activities on all network servers, switches, routers, and firewalls. Updates and installs all operating system patches and upgrades.
Percent of Time:	15	
Tasks involved in fulfilling above duty/responsibility:		

Duty/Responsibility No:	7	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned.
Percent of Time:		
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> Keeps abreast of changing trends, developments and technologies in assigned areas of responsibility. Serves on various ad hoc committees or task forces, as appropriate. 		

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:	
REQUIRED EDUCATION/TRAINING (choose one)	DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)
less than high school diploma	Associates Degree or Vocational Certificate

	High school diploma or GED.		Major field of study or degree emphasis: Computer Science, Information Technology, or a closely related area.	
	1 year college	x		2 years college
	3 years college			4 years college
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of network operating systems and network management tools and equipment (routers, servers, switches, firewalls, workstations, and various computer operating systems). • Data network wiring standards, token ring, ethernet, and networking components. • Fundamentals of user training program development. • Principles of LANs in a multi-server, multi-location environment. • Methods and practices of repairing and upgrading network systems. • Principles and practices involved in installing of LAN applications software. 	
	2nd year graduate level			
	Doctorate level			

Required Work Experience in Addition to Formal Education/Training:

A minimum of 3 years previous and directly related experience.

Required Supervisory Experience:

**LICENSE/
CERTIFICATION**

Identify licenses/certification required upon hiring:

Appropriate network administration license or experience demonstrating a proven history of successfully managing technology similar to current district infrastructure and platform.

**ESSENTIAL SKILLS
REQUIRED TO
PERFORM THE
WORK**

Skilled in:

- Installing, configuring, and troubleshooting LAN applications software and operations.
- Coordinating and implementing network projects.
- Troubleshooting computer and networking components.
- Preparing numerical and narrative reports.
- Prioritizing and organizing a variety of responsibilities and projects.
- Resolving hardware and software problems in a multi-location, multi-server and multiple platform environments.
- Establishing and maintaining effective working relationships with employees, supervisors, department heads, officials, vendors, and the public.
- Maintaining a safe working environment.
- Communication and presentational skills to train staff, to prepare reports, and to collaborate with all levels of district staff in the planning, integration and support of technology throughout the district.
- Implementing user training.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

Titles of Positions Directly Supervised	# of Employees
0	0
TOTAL	0

INDIRECT SUPERVISION:

Number of employees indirectly supervised: 0	Total: 0
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<p>HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i></p>	<p>Work responsibilities are performed in a typical school setting. There are minimal hazards and risks associated with the performance of this classification.</p>
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			x	
Walk			x	
Sit		x		
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms			x	
Climb or balance		x		
Stoop/kneel/crouch or crawl			x	
Talk or hear				x
Taste or smell	x			
Physical (Lift & carry): up to 10 pounds				x
up to 25 pounds				x
up to 50 pounds		x		
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Medium Work:

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Human Resource's Signature

Date

Classification History:

Prepared by BCC 12/04

Retitled per Director request 4/04

Updated to current standards 05/2010
