

POSITION DESCRIPTION

TITLE:	Network Manager	SUPERVISOR:	Director of Assessment and Technology
DEPARTMENT:	Information Technology Department	CLASSIFICATION:	Non-Affiliated

I. Accountability Objectives:

The Network Manager will be responsible for providing a variety of network (both local and wide-area) and communication functions for the Eau Claire Area School District, a school district making extensive use of technology as it applies to learning and administration via wide-area networking and the integration of academic and administrative computing functions through WAN/LAN integration.

II. Position Characteristics:

Salary: Set annually by Board of Education
Length of Contract: 12 Months

III. Position Relationships:

Reports to: Director of Assessment and Technology
Coordinates with: Building Staff; District Staff
Type of Coordination: As Directed by Administration
Supervises: Network Engineer, Network Operations Technician

IV. Position Qualifications:

A. Required Qualifications:

1. Bachelor degree in a computer related field or commensurate experience in a related environment.
2. Experience managing diverse technical projects through Project Management strategies.
3. Experience with managing an institutional budget.
4. Experience with Cisco routers and switches.
5. Experience with Cisco wireless controllers and access points
6. Experience with Microsoft Windows and Macintosh current workstation and server operating systems.
7. Experience with Microsoft Active Directory and related integrations.
8. Experience managing a network supporting a variety of wireless devices (ex. iPads, Chromebooks, etc.)
9. Demonstrated ability to communicate with a variety of system stakeholders using excellent verbal, written, and interpersonal skills.

B. Desired Qualifications:

1. Experience in an instructional role (ex. teacher, trainer, tutor, etc.).
2. Experience facilitating successful teams.
3. Experience in automating the management of a Windows Active Directory environment.
4. Experience using Network Management and Monitoring Software.
5. Experience with Ethernet, TCP/IP protocols, wireless networking and with the use of network analysis tools (hardware and software).
6. Experience with multi-protocol routing.
7. Experience with implementing and managing communication and collaboration platforms.
8. Experience with implementing and managing enterprise level storage, including backup restore and disaster recovery.
9. Experience with implementing and managing record retention systems and policy adherence.

C. Special Requirements of the Position

1. Ability to work independently with minimal supervision.
2. Demonstrate experience solving difficult and complex problems with limited resources.
3. Ability to recommend solution to problems in areas not under direct supervision.

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4. Skill in organizing materials. Must be able to oversee an inventory and keep records.
5. Experience in an academic environment preferred.

V. Position Responsibilities:

- A. Major Duties and Responsibilities: Serve as Network Manager for the Eau Claire Area School District, its departmental/school VLANs and WAN. Other duties and responsibilities:
1. Installing, configuring, maintaining and troubleshooting network operating systems; software and drivers; setting up user accounts, folders and permissions.
 2. Lead Network Operation Center Team within the purview of the Director of Assessment & Technology
 3. Installing, configuring maintaining and troubleshooting network switches, routers, and wireless controllers and access points.
 4. Configuring workstation hardware and software for network operability.
 5. Installing application software on servers.
 6. Maintaining VLAN/WAN interoperability.
 7. Coordinates transitions to new software versions with departmental and school users.
 8. Coordinates district network problem resolution with staff and Information Technology staff.
 9. Troubleshooting problems, tuning operating systems and network in response to new usage patterns and applications; recommending network and server enhancements based on both new industry developments and user needs.
 10. Maintains an inventory of network addresses and cable plans for each building.
 11. Communicates with hardware and software vendors and technical staff as needed to maintain optimal network functionality.
 12. Project and develop budget for the Network Operations Center.
 13. May be called upon at night or on weekends to resolve network or server problems.
 14. Required to carry a district-issued mobile device for potential network emergencies.
 15. Serve as District Representative on the Chippewa Valley Internetworking Consortium, UA Executive Board
- B. Application of Knowledge and Skills: The Network Manager will be responsible for managing and supporting all aspects of the ECASD network infrastructure, and communicating effectively with stakeholders of the district.
1. Maintain a proactive stance on new computing and networking developments and trends.
 2. Work with IT staff, schools and departments to develop technology integration plans.
 3. Recommend products for purchase.
 4. Visit schools and departments to solve network problems.
 5. Provide network expertise to schools and departmental users.
 6. Adapt to new computing environments and situations.
 7. Be alert to new problem areas and propose possible solutions.
 8. Be adept at pursuing problems until solved through defined channels.
 9. Collaborate on network solutions with peers from other institutions.
- C. Supervision and Evaluation: The Network Manager will supervise the Network Engineer and Network Operations Technician, and will be responsible for their performance evaluations.
- D. Performs other duties as assigned.

*Eau Claire Area School District
500 Main Street, Eau Claire, Wisconsin 54701
(715) 852-3000 Fax (715) 852-3004*

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