**Farmersville Unified School District**
**JOB DESCRIPTION**                                          JOB TITLE: Network Manager

**DEFINITION:**
Under the general supervision of the Superintendent, designs and maintains computer wide area networks, integrated software programs such as student information systems and food service systems, and multimedia; supervises technology staff; assist with the implementation and maintenance of the District Technology Plan; plans, coordinates and conducts staff technology training; provides leadership and coordination in the use of instructional technology and Internet use; assists schools in selecting and implementing appropriate forms of technologies; serves as a member of the Technology Committee.

**Example of Essential Duties and Responsibilities**:
Plans, directs and manages the District's technology programs; supervises and evaluates technology staff; designs and maintains computer networks; diagnoses, troubleshoots and resolves network hardware, software and telecommunications problems, installs, configures and maintains local and wide area network equipment; tests computers and related peripheral devices at school sites; works with telecommunications service providers in the installation and maintenance of data lines, phone services and related communication devices; supports installation of cable and other and other infrastructure in classrooms, libraries and laboratories assists in the development and revision of the district-wide and site technology plans; coordinates software distribution and provides instruction regarding its use, maintenance and license agreements; assists schools in writing grants to obtain funds for technology; assures that new equipment meets the specifications called for by the District; establishes and maintains computer training lab; performs other related duties as required.

**QUALIFICATIONS:**
*Education*
Equivalent to two (2) years of college, including or supplemented by course work in networking from a recognized training institution or vendor. Additional experience beyond that required may be substituted on a year for year basis for the education requirement. Possession of a degree in computer science, technology or related field is highly desirable. Possession of Network Administration Certification, Microsoft Certified Engineer, Cisco Equipment Certification and Certified Novell Engineer highly desirable.

*Experience*
Three (3) years of experience in installing, maintaining and troubleshooting computer hardware, software and related peripheral equipment including experience with networking systems and related components. Experience in design, development and implementation of school business and student management computer applications and related work desirable. Experience in supervision desirable.

*Knowledge of:*
- Current computer technology and software systems, application programs, data communication networks
- Methods, procedures, materials and techniques used in the installation and maintenance of computer and computer systems
- Methods, procedures, materials and techniques used in the installation and maintenance of file servers, network and client workstations
- Network hardware, including file servers, hubs, switches, routers, tape back up, RAID configuration and UPS backup
- Training end users to effectively use existing and new technologies
- School district application programs such as SASI, cafeteria point of sale, terminal emulation programs highly desirable
- Network operating systems

*Ability to*
- Operate standard office equipment, operate various computer applications software, test and troubleshoot hardware/software problems
- Use English in both written and verbal form
- Maintain effective and professional relationships with administrators, staff, students, vendors and outside agencies
- Work independently with minimal supervision
- Sand and walk for prolonged periods of time
- Lift and carry objects weighing up to 50 pounds
- Sit, stand, walk, bend, stoop, kneel, perform grasping and handling motions and torso rotations on a continuous basis; adequate sight or corrected vision for the purpose of reading instructions and printed or written materials; hear and speak to communicate to coworkers, students and the public; dexterity of the hands and fingers to operate computer equipment
- Work additional hours during the week or on the weekend, as needed to maintain computer networks

*Licenses, Certifications and/or Testing*
- Valid California Driver's License
- Network certification desirable
- Criminal justice fingerprint clearance
- May be required to pass District Test

**Board Approved:**  April 13, 1999