

SUPERVISOR JOB DESCRIPTION

NETWORK SUPERVISOR

JOB SUMMARY:

Under the direction of the Senior Director of Information Technology Services and Support, designs, plans, maintains, installs and monitors the District instructional and administrative Wide Area Network (WAN); establishes District standards and methodologies in cabling, infrastructure design and implementations; ensures contractors and District personnel comply with defined standards; participates in planning and design of the District network resources and expansion; provides support and is a resource to District projects that embrace network solutions; includes research and recommendations that will ensure network performance, efficiencies and standards; employs and develops global solutions to network requirements; researches, installs and maintains network monitoring tools that will track network traffic and performance; participates in computing device integration strategies that are on LAN's (Local Area Network) or WAN's if there are immediate indications that future District network connectivity is needed.

ESSENTIAL JOB FUNCTIONS:

- Monitors and maintains performance of District network and network utilization.
- Concentrates on local area networks that are connected to the District network, with school connections next, and schools that are connected to the District via WAN technologies or wireless technologies.
- Provides leadership in network hardware selections, topology design and implementations; directs involvement with WAN computing device integration needs; researches and recommends network solutions consistent with District technology goals.
- Maintains all routers and bridges, data switches, access points, firewalls, filters, and intrusion detection systems on the District network.
- Performs LAN and WAN server administration and develops, trains, and installs network monitoring tools of Technology Services staff; evaluates third party software products, and performs related work as required.
- Participates, contributes, and executes the planning, design, implementation, and support of a variety of complex application and infrastructure related projects and upgrades.
- Travels to District sites to troubleshoot network related hardware, software or cabling problems; performs minor repairs on network infrastructure and applications, as appropriate.
- Troubleshoots and resolves hardware and software problems on all Windows Server systems.

- Implements, manages, and administers domain systems (Active Directory), email systems (Microsoft Exchange/ Google gMail), and network file sharing systems.
- Specifies, installs, tests, administers, and upgrades server, networking, and storage hardware platforms across the District.
- Maintains data center infrastructure and ensures high levels of data quality, availability, and security across the District by adhering to known industry best practices.

- Provides support to end-users regarding access, operation, and troubleshooting of various software programs and network related problems. Uses communication channels to inform team of important issues and information which will help improve team performance. Familiarizes users with common District hardware and software. Analyzes data to identify software and hardware problems.
- Project Manages the following:
 - a.) American Registry for Internet Numbers (ARIN): Public IP addresses assigned by ISP.
 - b.) Bids: Network and Telecom equipment/services.
 - c.) Construction Projects: New schools and school modernizations.
 - d.) District PKI (Public Key Infrastructure): Security certificates management, internal CA's (Certification Authority).
 - e.) Domain Name Registrar: Domain Names and SSL Certificates.
 - f.) Contract Renewals: Service, warranties, and support contracts.
 - g.) Network infrastructure: Active Directory policies, users and groups security; DNS, DHCP, firewall, network load balancer, routers, switches, VPN, and web filter.
- Performs other related duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

Knowledge

Principles and practices of state-of-the-art computing networks in a centralized and distributed setting; limitations of currently installed hardware and software; statistical methods and procedures; cabling strategies; bridges, routers, TCP/IP, Ethernet, data switches, as well as emerging networking technologies such as load balancers, cache devices, packet shapers, meters, VPN's; recommend network management tools; have working knowledge of switching and other telephony methodologies; and research network opportunities for transmission of voice, data and video. Experience with Virtualization technology components (VMware, Vsphere, Hyper-V, SAN, Backup Technology, etc.) Demonstrated proficiency with Windows, Office 365 Suite, Exchange On-Premise, Exchange Online, and PowerShell. LAN/WAN, Local Active Directory and group policy, Azure, Azure AD connect, DHCP, DNS. Microsoft Server Administration Experience (Installation, Configuration, and print services). Implements, and maintains policies, standards, and procedures for installation, maintenance, and operation of Teams, SharePoint, OneDrive, Office 365, Windows, Azure and other systems, solutions, applications, and services.

Experience with Cisco networking and communications products. Proper use and operation of equipment, software packages, system applications, word processing, and spreadsheet, and other related software.

Ability

Analyze and design network systems to maximize district resources and provide adequate networks for growth; make sound judgments related to network usage and system performance; analyze data and draw sound conclusions; train backup personnel for network specialist coverage; provide guidance for other Technology Services staff including Technology Equipment Technicians, Network Technicians and Computer Support Technicians, participate in installing network hardware and software in off-hour settings;

prepare clear, complete and concise reports; work independently; maintain and establish cooperative working relationships.

Experience

Five years experience in network management responsibilities; demonstrated success in coordinating large network LAN's and WAN's; proven ability to establish and communicate network decisions in the best interests of protecting current investments; knowledge of industry standard network equipment and performance tools; and experience and responsibility for products listed above.

Education

Any combination of education or experience equivalent to a Bachelor of Science (B.S.) or Bachelor of Arts (B.A.) from a four- year college, university, or technical school. Technology emphasis preferred.

Networking/Infrastructure certificates preferred.

Physical Performance Requirements

Considerable standing, walking, or sitting much of the time with some bending, stooping, squatting, and twisting. Lifting often involved. Weight of materials will vary, with employees regularly lifting and maneuvering 20 to 30 pounds. May work on irregular surfaces or at heights above the ground.

Supervisory Salary Schedule: Range 25

BOARD APPROVED: 05/18/22

REVISION DATES: