

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### COMPUTER NETWORK MANAGER

**SALARY SCHEDULE: SSP13**

**COST CENTER: SARASOTA COUNTY TECHNICAL INSTITUTE (0391)**

**QUALIFICATIONS:**

- (1) High School Diploma from an accredited high school or equivalent plus advanced work in computer technology at a technical school or community college.
- (2) Minimum of three (3) years successful experience with communication hardware and software and at least two (2) years experience with Microsoft NT.
- (3) Must have or be able to complete within six (6) months MCSE (Microsoft Certified System Engineer) certification

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of administering and maintaining a LAN. Knowledge in the use of test equipment, tools and new technical developments related to assignments. Ability to organize and prioritize activities. Ability to communicate effectively both orally and in writing. Ability to troubleshoot problems in an efficient manner. Knowledge of system capabilities and limitations. Ability to work alone.

**REPORTS TO:**

Director or designee

<p><b>JOB GOAL</b></p>
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<p>To maintain the Local Area Network of the Adult and Technical Education Division.</p>
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**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Provide Network Administrator services for the LAN, as required by scheduled activities, to maintain operation 24 hours per day, 7 days per week, which may include evening and weekend duty.
- \* (2) Coordinate and supervise the work of Technical Support Technicians on networked computers and desktop systems.
- \* (3) Evaluate the impact of operating system software changes on the LAN and coordinate with vendors and Technical Support staff for the installation and upgrading of the operating system software for the network.
- \* (4) Investigate and resolve operating system problems on the LAN.
- \* (5) Evaluate network outages to identify problems, develop solutions, and coordinate implementation of repairs.
- \* (6) Provide technical advice and conduct training for division staff in the use of the operating system and LAN.
- \* (7) Work with District LAN support group to help coordinate efforts with the district and the division.
- \* (8) Serve as contact for maintenance, warranty and service outage problems.
- \* (9) Prepare all required reports and maintain all appropriate records.
- \* (10) Maintain confidentiality regarding all school matters.
- \* (11) Exhibit support for the District's vision, mission, goals and priorities.
- \* (12) Demonstrate initiative in the performance of assigned responsibilities.

**COMPUTER NETWORK MANAGER** (Continued)

- \*(13) Provide for a safe and secure workplace.
- \*(14) Model and maintain high ethical standards.
- \*(15) Follow attendance, punctuality and proper dress rules.
- \*(16) Maintain positive relationships with staff and vendors.
- \*(17) Participate in workshops and training sessions as required.
- \*(18) Communicate effectively with staff and vendors.
- \*(19) Keep supervisor informed of potential problems or unusual events.
- \*(20) Respond to inquiries and concerns in a timely manner.
- \*(21) Follow all School Board policies, rules and regulations.
- \*(22) Exhibit interpersonal skills to work as an effective team member.
- (23) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

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 as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 12**

\*Essential Performance Responsibilities