



## HEMET UNIFIED SCHOOL DISTRICT

1791 W. Acacia Avenue – Hemet, CA 92545-3637 - (951) 765-5100

### NETWORK MANAGER

#### DEFINITION

Under general supervision of the Director of Information Technology; designs, engineers, installs, programs, maintains, and provides training for District Wide Area Network and site Local Area Network hardware and software ensuring availability, usability, and expandability of network services. Perform other duties as assigned.

#### ESSENTIAL FUNCTIONS:

- Install, test and evaluate new hardware and software applications;
- Diagnose network and computer problems and recommend and/or implement solutions;
- Update or upgrade network hardware and software as necessary; represent the District to vendors;
- Assist in implementation of Local Area Networks and Wide Area Network hardware and software;
- Assist in preparing operations manuals;
- Install, configure, and maintain equipment such as routers, switches, hubs, servers, CPUs, printers, and peripheral devices; install District-support software and data security systems;
- Set up and maintain server/work-station networks; administer networks; perform network configurations
- Provide technical assistance and guidance to data security system users;
- Train administrators and staff in proper use of data security equipment and systems;
- Maintain network components to minimize network downtime in the event of component failure;
- Assist in seeking and developing grants for funding District technology;
- Work with telecom companies and other service providers to minimize downtime and optimize network performance;
- Supervise and train District and site technical personnel as needed.

### EMPLOYMENT STANDARDS

#### KNOWLEDGE AND ABILITIES

##### Knowledge of:

- Knowledge of Novell, Microsoft and LINUX operating systems and LAN/WAN network structure;
- Windows XP (and thereafter), MAC OS9 (and thereafter) operating systems; Novell (6.x and thereafter) network structure and administration;
- Category 5, 5E and 6 cabling parameters and Ethernet network topologies and protocols;
- Familiarity with Novell GroupWise and Zenworks. TCP/IP and IPX network protocols;
- Familiarity with DNS & DHCP configurations
- Understanding of Cisco PIX firewall, router and HP switches;
- Knowledge of Tivoli Backup software;
- Basic productivity applications (Microsoft Office all versions); Eagle Aeries school administration software;
- Installing, upgrading and maintaining various networked software applications; Internet and intranet software and applications; various types of computer and electronics test equipment.

##### Ability to:

- Apply general troubleshooting principles and procedures to a wide variety of technical problems;
- Comprehend and follow general and technical written and oral instructions, policies and procedures;
- Establish and maintain an effective working relationship with those contacted in the line of work;
- Perform work independently with minimal supervision; Work efficiently with frequent interruptions;
- Schedule and perform work to meet established timelines;
- Communicate effectively with others;
- Maintain current knowledge of appropriate technological advances.

#### EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to: Bachelor Degree in Computer Science, Information System, Computer Engineering or other related field. 3 or more years experience working as a Network Engineer or Manager. Novell CNA or CNE certification and/or Microsoft certification required and Eagle Aeries experience preferred, but not required.

**HEMET UNIFIED SCHOOL DISTRICT**  
**NETWORK MANAGER (continued)**

**WORKING CONDITIONS**

Mostly indoor work environment, some outdoor work to access needed areas to complete networking cabling, hardware installation/configuration, etc., and drive a vehicle to conduct work.

**PHYSICAL REQUIREMENTS**

Use of hands and fingers to operate a computer keyboard and related equipment; Hearing and speaking to exchange information; Reaching overhead, above the shoulders and horizontally; Bending at the waist; kneeling or crouching to install equipment; Ability to work in confined areas if needed to complete networking cabling; Carrying, pushing or pulling equipment up to 100 pounds; Lifting or moving moderately heavy equipment up to 50 pounds; Seeing to distinguish colors and to view computer monitors; Sitting and operating a keyboard to enter data into a computer terminal for extended periods of time.

**HAZARDS**

Exposure to electrical power supply, high voltage and hazardous chemicals; and extended viewing of a computer monitor.

**REQUIRED LICENSES AND/OR CERTIFICATES**

Possession of a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.

**EMPLOYMENT STATUS**

Classified Management Position.

June 2010