RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: MANAGER, NETWORK/COMPUTER SERVICES

WORK YEAR: 12 Months

VACATION: 27 Days

SALARY: Range 21

REPORT TO: Director, Technology Services

BASIC FUNCTION:
The Manager, Network and Computer Services supports the Director of Network Services in maintaining an effective and efficient computing environment at Riverside Unified School District. The Manager of Network/Computer Services is responsible for managing and providing technical support and resources for end users of the organization's telecommunications, network, cabling infrastructure; has responsibility for functions related to the effective installation, operation, and maintenance, security and coordination of network, infrastructure related devices and servers; ensures that all network resources are available and backups are successful.

REPRESENTATIVE DUTIES:
Provide backup for the Director, Network Services, acting on his/her behalf as required.
Effectively supervise, motivate, develop and evaluate the performance of direct reports.
Provide technical support for the District which includes monitoring and determining security and resource parameter of all network systems.
Develop, maintain, and publish network hardware, network software and cabling infrastructure architectures.
Ensure that Network and Server monitoring procedures and tools are followed and current.
 Identify and evaluate new technologies and their potential use within the District.
Review disaster recovery plans and backup procedures as they relate to data/network security.
Assist in the resolution of network and software problems impacting production systems and networks, as required.
Reviews all system design and implementation plans.
Manage special projects for the Director or other Senior Managers as requested.
Present proposals for new systems or the enhancement, improvement and/or replacement of existing systems.
Inform senior management of potential problems before they occur and communicate possible solutions.
Provide individual or group training for personnel on the capabilities of the organization's network and infrastructure systems.
Assist in the hiring and review of NIS staff as requested.
Perform all responsibilities within the guidelines of district policies, regulations, and procedures.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
Network and computing hardware and software architectures.
VOIP and TDM system hardware and software architectures.
Monitoring and compliance tools for Microsoft Servers.
Monitoring and compliance tools for Cisco equipment.
Data security for workstations, servers, and networks.
Terminal Server
Firewall
Content Filtering
Virus Protection
VPN

ABILITY TO:
Supervise, motive and develop direct reports.
Analyze Microsoft Server and client technologies.
Analyze Voice and Data Networking hardware and software technologies.
Provide network infrastructure input through quotes and drawings to district requesters.
Write and review technical policies and standards.
Establish and meet schedules and timelines on assigned projects.
Effectively present information and respond to questions from groups of managers, clients, customers and the general public.
Interpret a variety of instructions furnished in written, oral, or diagram form.

EDUCATION AND EXPERIENCE:
Bachelor's degree (B.A., B.S.) from a four-year college or university, ten to twelve years related experience, or equivalent combination of education and experience. A computer science, telecommunications or related degree is desired with in-depth knowledge in at least one of the District's key hardware and software systems architectures. Requires a minimum of five years' experience in computer network related field. 2-4 years' experience supervising direct reports in a related environment.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver's license.

WORKING CONDITIONS:
Environment:
Indoors with some travel to District sites.
Must provide own transportation to conduct work.
Physical Abilities:
Walking for extended periods.
Seeing to perform activities.
Hearing and speaking to exchange information.
Lifting to move computer equipment.
Dexterity of hands and fingers to operate a computer keyboard.