

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Manager of Network Operations

REPORTS TO: Director of Technology

QUALIFICATIONS: Minimum of five years experience working with networked systems
Certifications that support servers and virtualization technologies such as:
MCITP, and/or VCA-DCV MCP, MCSE, CCNA and/or CCNE
Expertise in the deployment of wired and wireless network technologies.
Expertise in current educational technology and software systems
Effective communication skills
Required criminal background check and proof of US citizenship or legal
resident alien status

JOB GOAL: This is a staff position within the Technology Services and Solutions department accountable for planning, managing, and supporting, high-speed reliable networking operation systems and supporting client computers in a collaborative management environment on the district network.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates, supervises, plans, manages and makes recommendations for network connectivity through the Internet Service provider-network maintenance, expansion, storage capacity, and utilization of new networking technologies-such as Virtual clients and servers-to improve the instructional and administrative programs.
2. Supervises district documentation such as: E-rate filings and reimbursements.
3. Develops, coordinates, and manages the information support, including assessing district's technology needs, implementing program services, and monitoring and evaluating service delivery.
4. Plans, manages, and supports a growing wired and wireless network infrastructure leveraging cloud technologies including (but not limited to) Meraki and Google Apps, and technology on premises including (but not limited to) Active Directory, Web Content Filter, Malware Virus Filtering, NetApp SAN, VMware ESXi, VMware View, Cisco UCS, Cisco Switches, Cisco Firewall, Extreme Switches, RADIUS and 802.1x authentication system, and a variety of application software.
5. Works cooperatively with others and accepts direction from supervisors.
6. Works collaboratively with district-level service technicians in a team environment to implement, maintain, install, and repair computers, network hardware, and cabling.
7. Plans district initiatives such as (but not limited to): new building wired and wireless networks, migration to newer servers as needed, wireless LAN deployment, upgrades to network infrastructure and new security and content filtering systems.
8. Supervises the District Network Administrator

9. Plans, procures, and manages all network hardware, including diagnostic services, upgrading, and customizing WAN and LAN networks to meet the need of individual schools as well as the district network.
10. In collaboration the Manager of Technical Support, supports site level techs and identifies trainings needed to trouble-shoot network related issues.
11. Supports the Manager of Information Systems in establishing and maintaining web-based information and communication regarding in-district and out-of-district access to student information and teacher folders.
12. Manage telephone, Internet, and private fiber network services.
13. Assists in installation, problem-solving, and repair of networked hardware and software.
14. Serves as a member of the District Technology Committee.
15. Maintains awareness of emerging network technologies.
16. Assists in the development and implementation of the long-range technology plan.
17. Communicates with vendors and outside contractors as needed.
18. Manages a central monitoring and notification system to communicate network issues.
19. Performs such other duties that may be assigned

Adopted: 4/05/07
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JD/Computer Services