

# Network Operations Manager

## Job Description La Porte Community Schools

**JOB TITLE: Network Operations Manager**

**Immediate Supervisor:** Director of Technology

**Summary:** Responsible for all aspects of network operations, network security, infrastructure (LAN/WAN) and telecommunication system support. Provides technical expertise to members of the department. Must maintain full communications with the Director of Technology. Proposed changes to the network infrastructure, (ex: desktop, LAN, WAN, security changes, etc.) will be relayed to the Network Operations Manager for review.

**Essential Functions:** (Other duties may be assigned.)

1. Maintain and monitor firewall and IDS systems.
2. Monitor and assist with management of anti-virus system(s).
3. Monitor patch levels on servers.
4. Recommend new technology for security.
5. Monitor security threats, informing Director of Technology of such threats.
6. Maintain network infrastructure.
7. Review new technologies with Director of Technology.
8. Assist with the implementation of new technology.
9. Review and enhance existing technology.
10. Provide technical assistance to all staff.
11. Perform all other duties assigned by the Director of Technology

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Five years working in a networking environment. Excellent organizational, analytical and communications/presentation skills required. Must have ability to work independently and as a team member as well as possessing project management skills. Must have experience with both LAN and WAN technologies. Technical/Security certifications(s) a plus. Requires knowledge of Microsoft Operating Systems, including Windows 2000, XP, NT, & Novell. Bachelor's Degree and/or prior experience preferred. Technical degree a plus.

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## **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to school administrators, faculty, students, school board, and the general public.

## **MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk.

The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**TERMS OF EMPLOYMENT:** Twelve-month year. Length of contract and salary to be determined by the Board.