

**SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD
OFFICE OF HUMAN RESOURCES**

JOB DESCRIPTION

TITLE	DISTRICT NETWORK MANAGER
QUALIFICATIONS	<ul style="list-style-type: none">• 3-5 years hands-on Networking (LAN/WAN) experience• Project and Vendor Management experience• Solid knowledge of Novell (CNE preferred)• Knowledge and experience with DOS, Windows and Macintosh platforms required• Experience with major DOS/Windows software including MS Office, WordPerfect, Lotus, etc.• Strong communications skills a must• Experience in an educational setting a plus• Physical ability to move and set up equipment
REPORTS TO	Business Administrator
JOB GOAL	To manage, plan, implement, troubleshoot and maintain the district's current and future telecommunications, data communications and all related technologies.
PRIMARY RESPONSIBILITIES	<ol style="list-style-type: none">1. Local and Wide-Area Network planning and inter-operability design including connectivity to:<ul style="list-style-type: none">• Central-wide union Library Database• Central-wide School System Database• District-wide Internet access• District-wide e-mail• Library, administrative and lab inter-connectivity2. Install, diagnose, troubleshoot, maintain and repair all network servers and infrastructure, workstations, network and desktop operating systems, peripheral equipment and administrative software.3. Research and development into new technologies.4. Work with and manage any and all outside technical, computer maintenance or related vendors.

5. Assist with creation of hardware and software standards, budgeting and purchase orders.
6. Support administrative personnel with software and technical related assistance.
7. Assist with any reports, budget or technical information as required by the Superintendent, Assistant Superintendent, Business Administrator or Board of Education Members, etc.
8. Assist in creation of any necessary computer bid specs, ed specs or related staffing specs.
9. Perform regular central office network backup.
10. Train and support school technology facilitators in basic networking and technical support.

**TERMS OF
EMPLOYMENT**

12 months
Salary to be negotiated

While this job description cannot cover all of the duties and responsibilities of this position, it lists most of the important areas and is intended to convey a general understanding of the assignment.

Signature of Employee

Date

Board of Education Approval Date: