ORANGE UNIFIED SCHOOL DISTRICT

NETWORK AND SYSTEMS MANAGER

DEFINITION
Under direction of the IT director; ensures the smooth and effective operation of the extended IT infrastructure for all district facilities; works closely with department staff senior management to help IT deliver strategic benefits to the business side the district and educational benefits of the students; provides leadership and direction for network technology and technical services; coordinates work with user departments and other IT units.

EXAMPLES OF DUTIES

- Provides leadership and direction in technology planning, equipment acquisition, deployment, and support.
- Plans, schedules, coordinates and supervises personnel engaged in network design, installation, and maintenance.
- Participates in development and implementation of District and department technology goals, priorities, standards, and procedures.
- Coordinates work with user departments and other IT units.
- Supervises and evaluates the system and network support staff for performance review and advancement.
- Determines the level and nature of specialized training required to keep staff current with emerging technologies; implements training as appropriate.
- Makes recommendations for department level positions.
- Prepares bid requests, evaluates proposals, and oversee vendor contracts.
- Assists in the preparation and oversite of departmental budgets.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:
Network server operating systems; workstation hardware and software; procedures and techniques for ongoing maintenance and support of computer users; wide area network technologies including routers, video monitoring, and telephone systems; local area network technologies including wiring, hubs, and switches; emerging trends in networking as it applies to educational technology.

Ability to:
Coordinate and direct network design, implementation, maintenance, and troubleshooting; communicate clearly and concisely, orally and in writing; incorporate new technology into future hardware and network service delivery plans; work with vendors and other third parties to coordinate installations, solve problems, and complete projects; communicate with multiple stakeholder groups; comply with the District's customer service standards, as outlined in Board Policy.

PHYSICAL DEMANDS
The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carryout essential job functions.

- Lifting, pushing and/or pulling objects normally does not exceed 50 pounds; positions in this class perform work which is primarily sedentary.
- Positions in this class require the mobility to stand, stoop, reach and bend; positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Positions in this class require vision (which may be corrected) to read small print. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- Incumbents may be required to work at a video display terminal for prolonged periods; incumbents of positions in this class may be required to use a personal vehicle in the course of employment.

PREFERRED EXPERIENCE AND EDUCATION
Minimum of five years' progressively responsible experience in the areas of systems engineering, networking, communications, and operating systems. Education equivalent to four years of college coursework in information technology or a bachelor's degree in either information technology or a closely related field. Cisco Certified Network Associate (CCNA) certification or equivalent preferred.

LICENSE REQUIREMENT
Possess a valid California Motor Vehicle operator's license.

CONDITION OF EMPLOYMENT
Insurability by the District's liability insurance carrier.

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