

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	Network Manager/Technology Supervisor		
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO:	Superintendent
EDUCATION:	Bachelor's Degree in Information Technology Management, Computer Science or related field.	FLSA Status:	Exempt
LENGTH OF WORK YEAR:	260/Days Year		
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.		
GENERAL JOB DESCRIPTION:	Assists district staff in computer and network use for administrative and instructional applications. Works with directors to provide technology staff development. The Network Manager/Technology Supervisor provides leadership and implementation of district technology resources to provide optimal computer, information system, and network functionality and support. Provides recommendations and guidance in identifying opportunities for information and technology contributions to support the mission, strategic goals, and objectives of the district.		

QUALIFICATIONS:

1. Bachelor's degree in Information Technology Management or a related field.
2. Oregon Driver's license.
3. Demonstrate knowledge of installation and operation of wide and local area networks.
4. Demonstrate competency of network software.
5. Demonstrate ability to work well with others, skills in time management and customer services.
6. Strong organizational skills.
7. Must be able to communicate technical terminology in understandable layman's terms and demonstrate successful leadership/management of dynamic, friendly computer support organization.
8. Ability to exercise good judgment, initiative and strong analytical skills in making sound recommendations and modifications as needed.
9. Current working knowledge of network operation systems, network services, district networking standards, policies, and procedures, and communication protocols.

ESSENTIAL JOB RESPONSIBILITIES:

(Not Necessarily Limited to)

1. Oversee assigned operations to achieve goals and objectives within budgeted funds and personnel, plan and organize project schedules, goals and objectives; district changes in priorities, schedules and staff to assure work is completed in a timely and efficient manner with a commitment to customer service.
2. Provide management and leadership to the Technology staff in developing, administering, and sustaining district databases, technology platforms, and information systems and services. Set work priorities, train motivate and evaluate the work of assigned staff.
3. Supervise and evaluate the district technicians and the technology secretary.
4. Supervise the setup and data integration for the cafeteria program for district schools.
5. Supervise the setup and maintenance of school cash accounting programs.
6. Supervise video conferencing, network hardware installation and software.
7. Maintenance of Cisco switches and the management or setup of district wide wireless.
8. Maintain an awareness of current technological trends and developments.
9. Maintain Technology Plan and write grants for E-rate Discounts on a yearly basis.
10. Maintain security camera systems at high schools and other schools as implemented.
11. Conduct needs assessment of district's technological requirements and recommend appropriate plans and programs.
12. Coordinate installation, maintenance, and troubleshooting of all Klamath County School District (KCS D) computers, servers, printers, network, etc. (Fiber, T1, Video).
13. Coordinate phones. Cell phone maintenance and phone contract support.
14. Cooperate with district staff to provide technology training.
15. Cooperatively work with all staff and contractors.

16. Design, implement and supervise maintenance of 40 + Virtual Windows servers and supporting network for over 2,500 PC computers and 2000 Chrome Books.
17. Design an offsite nexus for fiber network to alleviate fiber optic congestion.
18. Develop and implement a district wide wiring plan to provide internet connectivity to all district schools and locations.
19. Provide technical assistance, support, and feedback to users of technology district wide.
20. Deploy VOIP system.
21. Supervise and maintain district wide area network and all systems components including: local building networks, software and hardware management, electronic mail, Deep Freeze, Barracuda Spam Filter and Frigate Firewall.
22. Regular attendance is an essential function of this position.
23. Other duties as assigned.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					x
11-20 lbs.				x	
21-50 lbs.			x		
51-75 lbs.		x			
76-100 lbs.	x				
> 100 lbs.	x				
Maximum amount lifted by worker without assistance: 75					
If required, lifts over <u>75</u> lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					x
11-20 lbs.				x	
21-50 lbs.			x		
51-75 lbs.			x		
76-100 lbs.	x				
> 100 lbs.	x				
Maximum amount carried by worker without assistance: 75					
If required, carrying over <u>75</u> lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					x
11-20 lbs.				x	
21-50 lbs.				x	
51-75 lbs.			x		
76-100 lbs.		x			
> 100 lbs.	x				
Maximum weight of object pushed/pulled by worker: 75					
Distance: <u>50ft.</u> Type of Surface: (i.e. level, carpet, tile): <u>level</u>					

ENVIRONMENT (WORK CONDITIONS)*
Works Inside <u>50</u> % of the time / Works Outside <u>50</u> % of the time.
Temperature Extremes: Yes or No (Circle One)
Works on or around moving machinery or mechanical parts: Yes or No (Circle One)

*Varies by location and season of the year.

OTHER PHYSICAL DEMANDS

Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				X	
Twist				X	
Crouch/Squat				X	
Kneel				X	
Crawl				X	
Walk-Level Surface					x
Walk-Uneven Surface				X	
Climb Steps				X	
Climb Ladder				X	
Work at Heights				X	
Reach at or Above Shoulder				X	
Reach Below Shoulder					X
Use of Arms					X
Use of Wrists					X
Use of Hands					X
Grasping/Squeezing					X
Operate Foot Controls			x		

ENDURANCE

Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting				X			
Standing					X		
Walking				X			
Change Positions					x		

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

_____ Employee Signature _____ Date

Print Employee Name

Employer Representative (Immediate Supervisor):

_____ Title _____ Signature _____ Date

Print Name

Prepared by: Director of Human Resources

In the event of an on the job injury:

<i>For physician to complete:</i>	
Is this job appropriate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Release: _____
If not released to regular work at this time, please provide an "ANTICIPATED" DATE: _____	
Physician's Signature _____	Date _____