

BRAWLEY ELEMENTARY SCHOOL DISTRICT JOB DESCRIPTION

CLASS TITLE: Information Technology Manager (IT)

Under general direction of the Superintendent/Designee provides support to School District personnel in solving complex security problems, as well as identify priorities, assess security issues and take appropriate corrective action. Monitor and generate reports of network performance and bandwidth utilization. Evaluates, recommends, installs, and supports local area network (LAN), wide area network (WAN) and related software and hardware. Ability to work independently with little supervision and adapt to fast paced changing environments. Responsible for all facets of network security, diagnosis and resolution of hardware and software problems. Writes and revises system documentation, documents security risks and exposures, as well as any corrective actions and does related work as required.

Major Duties and Responsibilities:

The IT Manager is a classified Manager position within the Information Technology Department. The IT Manager performs tasks requiring a high level of problem solving and specific knowledge and skills normally acquired through specific training courses and actual experience. Maintains technical expertise in all areas of LAN/WAN networking strategies and equipment such as routers, firewalls, VPN, switches, hubs, gateways, etc. Able to pass a written and oral examination of qualifications.

Example of duties:

- Evaluates LAN/WAN hardware and software requirements and capabilities related to user needs, and makes recommendations;
- Recommends changes in network systems, structures and procedures;
- Performs research to identify options and make recommendations;
- Implement network and host based security in accordance with District Office policy;
- Provides ongoing information to management, regarding enhancements and innovations;
- Audit systems, network and procedures to ensure their compliance with District Office policy;
- Participates in the review and definitions of problems with emphasis on network security, Firewalls, Servers Security, VPN's, Intrusion detection;
- Deploy and configure intrusion detection solutions, and respond to security incidents;
- Install, configure, deploy and maintain antivirus solutions;
- Monitor network traffic and performance for optimum bandwidth utilization;
- Install and configure network monitoring and management solutions;
- Troubleshoot network problems and recommend/implement solutions;
- Install and configure network equipment (routers, switches, DSU/CSU);
- Develops detailed network and user documentation;
- Operates, controls, and installs computer equipment along with auxiliary and peripheral components in accordance with standard operating procedures;
- Ability to manage projects and work flow for timely completion;
- Communicate effectively in both oral and in written form;
- Works cooperatively with those contacted within the course of work;
- Related duties as assigned;

Qualifications:**Knowledge of:**

- TCP/IP, *NAT/PAT*, IPX, AppleTalk, VPN, VLAN, Multilayer switching, SNMP, RMON; DNS, Email, Web Services, Remote Access, *VoIP*
- Routing Protocols (RIP, IGRP, EIGRP, OSPF, BGP);
- Network packet analysis and Firewall solutions;
- Windows Client and Server operating systems;
- Access and use of the Internet, microcomputers and software applications;
- Technical and Office software applications;
- Data Communications and usage of data lines, Frame Relay, ISDN, T1, DS3, Wireless;
- Cabling using twisted pair, coax, fiber optics and related test equipment;
- Installation and configuration of hardware such as routers, switches, hubs, bridges, nics;
- Personal Computers and related software and hardware;
- Modern office methods and procedures;
- Operation of computer equipment and office machines;

Other characteristics:**Willingness to:**

- Work overtime with additional compensation;
- Travel locally in district and out of county in own vehicle;
- Perform routine and repetitive work to completion;
- Attend meetings and in-service training;
- Work closely with users of personal computers;
- Work at any employer work location;

Physical characteristics:

- Eyesight corrected or uncorrected sufficient to read fine print;
- Speech sufficient to speak in an articulate and understandable manner;
- Hearing sufficient with or without use of hearing aid to hear telephone conversation;
- Manual dexterity and coordination sufficient to operate computer equipment;
- Able to lift boxes of computer paper and equipment in cartons; Able to sit for extended periods of time;

Experience:

Three (3) years of technical support experience in a LAN/WAN environment, network design, installation and troubleshooting.

Two (2) years' experience with routers and switches configuration and maintenance. Knowledge of a variety of firewall and administration tools. Hands on experience in designing and implementing VLAN technology.

Education:

Bachelor's degree in Computer Science or related field or equivalent experience with emphasis in computers and networking.

License Required:

Possession of a valid California Driver's License and Auto liability insurance.