TURLOCK UNIFIED SCHOOL DISTRICT

Network Systems Supervisor

Summary of Position

Under the direction of the Director of Technology and Data Systems, maintains and administers the district enterprise network, including user accounts, security, folder/file permissions, server virus protection, data backup and data integrity, server redundancy, and the monitoring of Network performance. Oversees and maintains all assets related to the enterprise network, including servers, switches, SAN devices, etc. Supervises the support of day-to-day operations of desktop applications used by end users district wide.   Also responsible for overseeing any design changes to network infrastructure and making hardware and software recommendations. Serves as the immediate supervisor for designated employees and delegates and assigns workloads.

Duties and Responsibilities

- Develop, implement, and maintain system security
- Assist administrative, instructional and support personnel to plan and implement a wide range of technology-based projects.
- Oversee set-up, installation and maintenance of computers and servers used for programs and projects.
- Maintain LAN, WAN and Internet server software, and provide necessary maintenance and upgrades.
- Plan, organize, and negotiate with vendors to facilitate acquisition of necessary technology hardware and software
- Evaluate interface among hardware, software, operational and performance requirements.
- Oversee hardware and software installations/updates, support, and maintenance through support personnel.
- Evaluate support staff.
- Troubleshoot and correct network system problems.
- Research and analyze technical issues relevant to TUSD technology and provide updates and recommendations to the Director of Technology and Data Systems, including but not limited to, the deployment of hardware, and software and network operations.
- Recommend, implement and administer network protective technology measures for the district network. These include, but are not limited to; Enterprise backup systems, Antivirus, Antispyware, SPAM protection, Intrusion Detection Systems, bandwidth utilization devices and monitoring systems.
- Keep accurate network documentation for the district network.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities

- Requires specialized professional knowledge of local and wide area networks and networking/routing protocols;
- VMware administration and troubleshooting, Microsoft Windows Domain administration including DNS, DHCP, Active Directory, terminal services, IIS, Group Policy, Printing, and Exchange technologies.

- Requires well-developed communication skills to convey highly technical concepts with a wide range of internal contacts and administrators, as well as to deal effectively with external contractors.
- Requires excellent personnel management and communication skills, conduct training and facilitating small group processes, and coordinate and communicate with other departments in the district to achieve a common goal.
- Must be able to plan, organize, and implement a network with multiple servers and perform the full range of complex and technical duties described above.
- Must be able to analyze and evaluate the needs of users and develop the most effective program or solution to meet those needs.
- Must know how to install, configure, maintain and troubleshoot equipment, systems and programs used by District offices and sites.
- Must be able to develop network standards and recommend improvements to the Director of Technology. Must be able to prioritize and delegate work.
- Must be able to read, interpret and apply complex technical information, and relay that information to district stakeholders, including both technical and non-technical users.
- Possession of a valid California driver's license.

Education and Experience
- Requires a high school diploma or equivalent.
- 3-5 years of experience in network operations, network administration, and personal computer support.
- The job requires specific experience in the design, and on-going support of a local and wide-area network, business procedures, managing technical personnel, and academic applications.
- Desired: Bachelor's Degree or any combination of education and experience equivalent to graduation from a college or university with a major in computer science or a closely related field. Additional experience may substitute for some higher education.

Working Conditions and Environment
- Indoor/Outdoor working environment
- Ability to drive a vehicle to conduct necessary/related work

Physical Demands of Position
- Ability to perform all aspects of the job, as well as the ability to lift objects of light to medium weight (less than 50 lbs.), and to bend or stoop into small areas.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear.
- The employee frequently is required to sit, stand, walk, and reach with hands and arms.
- The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl.