

**NETWORK TECHNOLOGY MANAGER  
(District Office)**

**DEFINITION**

The Network Technology Manager manages the activities related to all segments of the District's network and telecommunication operations; plans, directs and supervises the development of network systems design projects; and does other related work as required.

**DISTINGUISHING CHARACTERISTICS**

The Network Technology Manager serves as an expert technical resource for the District regarding all network and telecommunications technology. This position is responsible for the overall design, development, integration, implementation, and maintenance of network and telecommunications systems; the coordination and development of projects; supervision of assigned staff; and network systems documentation and training for personnel.

**RESPONSIBILITIES**

The Network Technology Manager is primarily responsible for the following activities:

Confer with, and coordinate, college and district technical groups regarding telecommunication technology capabilities, the feasibility of developing new network systems, and determining local and wide-area network requirements as well as modifications to local and wide-area network systems.

Ensure open communications between staff at colleges and District.

Participate in long-range planning efforts.

Participate in the evaluation, costing, selection, testing, and implementation of all telecommunications-related software and hardware.

Review and be responsible for the documentation of telecommunications/network systems.

Analyze needs and plan new network systems or system components as well as modifications to existing ones

Ensure college/district compliance with network policies, procedures and protocols across multiple systems.

Plan, organize, and monitor network and telecommunication operations.

Manage multiple types of servers.

Manage installation, upgrading and repair of local and wide-area network and telecommunication hardware, software, cabling and wiring.

Monitor and fine-tune network and telecommunications performance.

Manage troubleshooting of network system problems and recommend solutions or execute fixes.

Supervise inventory of network hardware, software, and licensing.

**RESPONSIBILITIES (continued)**

Advise the Director of Information Technology on current technology innovations.

Participate in the development of departmental standards and procedures, within District quality guidelines, ensure all projects and assignments comply and that they are understood by all technical and user groups.

Develop and schedule priorities, assign responsibilities, ensure efficient and timely completion of projects, and prepare time and cost estimates and progress reports.

Evaluate and review the performance of subordinates.

Coordinate and manage the training of technical staff.

Confer with the Director of Information Technology regarding evaluation and selection of contract firms and conduct Internet research on potential suppliers.

Confer with hardware and software vendors to obtain information, resolve problems, and arrange and conduct demonstrations and evaluations.

**REPORTING RELATIONSHIPS**

The Network Technology Manager reports to the Director of Information Technology.

**MINIMUM QUALIFICATIONS**

Four (4) years of full-time experience analyzing, designing, planning, installing, operating, and managing local and wide-area networks and telecommunications equipment including three (3) years of increasingly responsible project management with supervision of subordinate network specialists.

A Bachelor's degree is highly desirable. Experience may be substituted for education on a year-for-year basis.

Knowledge of:

- The principles and methods used in the of network systems.
- Principles, theories, methods, materials, media, and equipment used in the analysis and development, design, installation, operation, and maintenance of telecommunications, LAN, and WAN technologies including the operating the operating systems, applications, protocols, and topologies.
- Installation, maintenance, and support of network management software.
- Network security requirements.
- Management of multiple types of servers, including E-mail, Web, Network Monitoring, Disaster Recovery, File, Print, and Database servers.
- Staff training techniques and documentation.
- Interpersonal relationship techniques.

Ability to:

- Establish and maintain cooperative working relationships.
- Develop and maintain interoperable network and telecommunications systems and ensure network and data security.
- Continuously evaluate new technologies as they apply to district needs.

**Ability to (continued)**

- Analyze complex personnel and network telecommunications issues or problems, evaluate alternative, and make sound recommendations.
- Analyze and define user problems and/or requirements and develop efficient, cost-effective network systems solutions, while communicating options and ramifications to stakeholders.
- Plan, design, install, troubleshoot, and repair LAN, WAN, and telecommunication hardware and software, and fiber and copper media.
- Assist in developing and interpreting departmental policies and procedures, within District quality guidelines, and see that they are clearly communicated and carried out.
- Manage, assign, and schedule technical staff working at multiple locations.
- Organize, plan, cost, and complete network development projects efficiently in accordance with District quality standards and within given budget constraints.
- Communicate complex technology issues clearly either orally or in writing and make effective oral presentations.

**PHYSICAL CHARACTERISTICS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to:

Demonstrate sufficient vision to read all printed materials including computer screens.

Demonstrate sufficient near and distance vision to perform essential duties of this position.

Demonstrate sufficient hearing to conduct face-to-face and telephone conversations.

Speak in an understandable voice with sufficient volume to be heard within a normal conversation distance, on the telephone, and in addressing groups.

Demonstrate ability to transport self to places necessary to perform job, including enclosed areas of buildings and on uneven surfaces.

Demonstrate the physical mental, and emotional stamina to perform the duties and responsibilities of the position.

**WORKING CONDITIONS**

Primarily the job takes place in an office environment. The environment is generally clean, although occasional exposure to conditions such as dust, fumes, odors, or noise will occur.