



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

Position Title:	Network Manager	Location:	Technology
Reports To:	Technology Supervisor	Supervises:	None
Classification:	Support	Status:	Full-time
FLSA Status:	Exempt	Benefit Eligible:	Yes
Work Year:	12 months	Salary:	see lhUSD.org website

Education and Experience Requirements

- Bachelor's degree from an accredited college in relevant field or equivalent.
- Minimum of two years of experience with network technology.

Certificates and Licensure Requirements

- Novell certification preferred. Valid Arizona Driver's License; with good driving record.
- IVP fingerprint clearance card through AZ Department of Public Safety

Summary

- To design, install, and manage building computer networks and the district wide area network.
- Assists system analysts and other technology personnel in related areas.
- Responsible for all network performance monitoring and management; makes recommendations and implements network upgrades.

Qualifications

- Ability to communicate effectively orally and in writing.
- Ability to work effectively without direct supervision.
- Good health, physical stamina, fitness, and vitality
- Personal qualities associated with good human and interpersonal relations.

Responsibilities and Requirements

- Design, install and management of building and district wide area networks.
- Assist the technology department in assessing of the district network needs. Design or assist contractors in the design of local computer networks within rooms, building zones, and building in the district. Assist in the design of the district wide area network and connection to the Internet.
- Install or assist contractor in the installation of district network file servers, routers, concentrators network software, network cards, and other computer hardware and software related to networking. Work with the district electrician in the installation of network wiring. Work with Internet suppliers to determine and assign network addresses and accounts.
- Maintain the network hardware, software, networkable computer technicians in developing network maintenance procedures.
- Maintain accurate records of all maintenance, inventory, and security measures associated with the networks. Maintain a redundant set of passwords and accounts.
- Design and assist in the maintenance of the district's web servers.
- Additional responsibilities as assigned.



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Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 50 pounds.
- Bends, stoops, lifts, climbs.
- Climbs to various heights and works in confined spaces.
- Operates large and small power-driven machinery or other similar equipment.

Other Information:

- Flexible scheduling may be required.

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.