



<b>Position Title:</b>	Campus Network Manager	<b>Job Code:</b>	3349-01E
<b>Reports To:</b>	Director	<b>Job Group:</b>	PEC
<b>Department:</b>	Campus Network Services	<b>Salary Grade:</b>	15
<b>Prepared By/Date:</b>	Jennifer C. Brito/6-1-2009	<b>FLSA Status:</b>	Exempt
<b>Approved By/Date:</b>	Manuel Perez/10-1-2010		
<b>Revised:</b>	Jennifer C. Brito/10-1-2010		

### **Summary:**

The Network Manager encompasses administrative, academic network and client support. This individual works closely with the Director to meet College, Campus, and Departmental missions and goals, in the context of how they relate to Campus Network Services and to the Division of Learning Resources. The Network Manager is expected to take an active leadership role in planning Departmental goals and objectives, as well as in helping bring them to fruition.

### **Essential Duties and Responsibilities:**

- Maintains and improves the quality of service to all Campus clients
- Installs, maintains, a reliable operation of servers and related computing resources, including network security, backup of servers, disaster recovery, documentation of resources, optimization of server performance and reliability
- Develops and improves operational policies and procedures
- Repairs, tunes, configures and upgrades network operating systems, and application systems on network workstations and servers
- Evaluates network performance and generates reports
- Supports application activities that require specialized technical expertise
- Researches and remains current in relevant emerging technologies, and in identifies important industry trends
- Coordinates installation/upgrade projects through the phases of conceptualization, design, and implementation
- Performs other duties as assigned

### **Knowledge, Skills and Abilities:**

- Knowledge of virtualization technologies, Windows Active Directory, group policies, and management tools as well as Linux, scripting tools, reporting tools, programming languages, and relational database systems
- Excellent supervisory, leadership, organizational, and problem solving skills
- Excellent interpersonal and communication skills (both verbal and written).
- Excellent organizational and multi-tasking skills
- Excellent highly developed analytical and business writings skills used in report preparation, data interpretation and policy and procedure development
- Ability to promote and maintain effective working relationships
- Ability to work on multiple projects simultaneously and work well under limited time constraints.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here 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 frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover and continue operations at the College.

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree in an appropriate field from an accredited institution and six (6) years experience in networking and/or enterprise level computing, with at least one 1 year experience maintaining network servers. MCSE certification preferred.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name