

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: NETWORK MANAGER

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an area administrator, design, install, maintain, manage and repair the Local Area Network (LAN), Wide Area Network (WAN), and Storage Area Network (SAN) systems for the District's instructional and administrative purposes; provide technical training to and serve as technical resource to District staff. Provide work direction to student and other temporary workers.

REPRESENTATIVE DUTIES:

Design, install, manage, maintain and repair LAN/WAN/SAN systems for instructional and administrative purposes. *E*

Install, manage, maintain and repair a variety of network operating systems, which may include Netware, Linux and Windows, on a variety of server platforms and SANs. *E*

Manage and maintain all network security resources, including firewalls, access lists, VPN concentrator, and Access Control Servers (ACSs). *E*

Install, manage, maintain, and troubleshoot the daily operation and administration of account/licenses and their access, and network printing, servers and printer creations. *E*

Install and maintain networking transports and topologies; troubleshoot and repair networking components, hubs, routers, network interface cards, cabling systems and transceivers. *E*

Manage and monitor all network traffic using a variety of protocol analyzers and intrusion detection systems. *E*

Install, configure, maintain and troubleshoot all District web and application servers. *E*

Perform advanced/in-depth technical computer and network troubleshooting and diagnosing; coordinate the repair and maintenance of all instructional and administrative computers and network hardware and related equipment. *E*

Serve as technical resource and support for instructional lab staff; serve as technical resource to the faculty and staff on the hardware and software used by the network; demonstrate and train the faculty and staff with the use of network equipment, related equipment and materials; provide work direction to student and other temporary workers. *E*

Coordinate technology upgrades and implementations with area administrators, department chairs and other technical personnel. *E*

Network Manager – Continued

Assist the area administrator with the long-range planning, research and purchase of equipment for the network environments. *E*

Prepare and maintain a variety of documentation related to LAN/WAN/SAN network activities, file server configurations, and IP addresses, network layout and connectivity maps. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation and proper use of a variety of equipment, hardware and software used in the LAN/WAN/SAN system environment.

Advanced knowledge of a networked computer system, CPU/LAN/WAN diagnostics and repair.

Installation and configuration of CD-ROM devices and other related hardware.

System backup methods.

Networking components such as hubs, routers, network interface cards, SCSI controller cards and other adapter cards, patch panels, transceivers and repeaters.

Configuration, management and maintenance of Unix systems in a LAN/WAN environment.

Configuration, management and maintenance of firewalls.

TCP/IP in a LAN/WAN multi-platform internet environment.

District's World Wide Web servers in a multi-platform environment.

HTML/CGI/JAVA and other world wide web technologies.

Operation, adjustment and maintenance of microcomputers and peripheral equipment, including file servers, interface boards and computer drives.

Hardware and software configuration and trouble shooting.

Requirements of maintaining computers, CPUs tools, equipment in proper operating condition.

Determining system requirements and cost estimates for new network equipment.

Interpersonal skills using tact, patience and courtesy.

Proper methods of inventorying and storing equipment, materials and supplies.

Proper lifting techniques.

ABILITY TO:

Install, operate and properly use a variety of equipment, hardware and software used in the LAN/WAN system environment.

Install, coordinate and maintain a networked computer environment to support instructional and administrative objectives.

Install, troubleshoot, and assist in the maintenance of hardware for the LAN/WAN systems environments.

Operate a variety of technical equipment and tools related to computers and auxiliary equipment (printers and peripheral equipment), file servers, various software applications, and software/hardware diagnostics programs and/or equipment.

Install, configure and maintain numerous CD-ROM devices.

Network Manager – Continued

Perform proper network directory backups.
Install, configure, manage, maintain and repair of all network components.
Configure, manage and maintain Unix systems in a LAN/WAN environment.
Manage and maintain District's firewall.
Work with TCP/IP in a LAN/WAN, multi platform environment.
Manage and maintain the District's Internet servers in a multi-platform environment.
Respond to user requests for assistance and malfunction corrections and provide technical support.
Read, interpret and apply detailed and technical written and oral instructions.
Establish and maintain cooperative and effective working relationships with others including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.
Follow oral and written directions.
Provide technical assistance and training to computer systems users.
Work independently with little direction.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's degree or two (2) years of college level course work in computer information science or related field or Novell CNA certification, and four (4) years related experience.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

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. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is regularly required to walk, stand, sit for extended periods of time; speak and hear to communicate with internal and external personnel; use hands and digits to type or handle materials; bend at the waist, kneel or crouch to work on computer equipment; and view a computer monitor for extended periods of time. The employee is occasionally required to lift, up to 70 pounds, carry, push and pull equipment. While performing the duties of this job, the noise level in the work environment is usually quiet, however there may be high noise levels when working in server rooms and closets.