

Township of Union Public Schools

Union, New Jersey

JOB DESCRIPTION

Title: IT Manager/Network Administrator

Location: District Wide

Work Schedule: 12 months

Qualifications:

- Must have a Bachelor's Degree
- Two years of post high school education with emphasis on computing science, data processing, or related field, and/or five years of experience working with applications and network environments .
- Knowledge of Windows Server 2008, 2012 and/or 2019 and Google Admin console, Mobile Device Management and Apple Management Console.
- Requires acute understanding of WAN, LAN, VLANs, Network Security.
- Understanding and implementation of virtual server systems and systems backup protocols.
- Strong organizational skills and ability to multitask.
- Must be able to lift at least 40 lbs.
- Must be able to crawl and manipulate small objects related to computer equipment and peripherals.

Reports to: Director of Information Technology and Operations

Responsibilities:

- Establishes network by evaluating network performance issues including availability, utilization, throughput, goodput, and latency; planning and executing the selection, installation, configuration, and testing of equipment; defining network policies and procedures; establishing connections and firewalls.
- Maintains network performance by performing network monitoring and analysis, and performance tuning; troubleshooting network problems; escalating problems to vendor.
- Secures network by developing network access, monitoring, control, and evaluation; maintaining documentation.
- Mange Software systems to maintain and update the service.
- Demonstrate and apply knowledge of operating system design, operation, and maintenance to provide informational support and perform service tasks.

- Employ knowledge of information system analysis and design to evaluate information systems.
- Employ system installation and maintenance skills when setting up and maintaining an information system to demonstrate application of fundamental system knowledge.
- Employ system administration and control skills to monitor an information system.
- Employ technical writing and documentation skills to keep records necessary for an information system.
- Establishes network specifications workflow, access, information, and security requirements; designing router as required by district end users, analyzing administration, including interface configuration and routing protocols.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.
- Maintains quality service by establishing and enforcing organization standards.
- Preserves assets by implementing disaster recovery and back-up procedures and information security and control structures.
- Supervise the IT technical staff members and summer IT staff teachers.
- Work with the Director of IT to maintain the district network and technology equipment which includes but is not limited to PCs, iMacs, iPads, Chromebooks, laptops, kindles, servers, etc.
- Have a valid driver's license and able to use personal automobile
- Perform other duties as assigned by the Director of Information Technology.

Terms of Employment: The Information Security Specialist position will be a twelve-month position. Benefits shall be as provided in the Central Office blanket resolution addressing the same. Annually, the Director of IT and Operations will evaluate the IT Technician. Such evaluation will be cause for an annual recommendation for re-employment or termination to the Board of Education. Salary will be established in accordance with experience, certification, district guidelines, Superintendent's recommendations and Board of Education approval.

Approved by: Township of Union Public Schools Date:

Reviewed and agreed by: Date: