

Anoka-Hennepin Independent School District #11
Job Description

Title: Network Services Supervisor
Department: Technology and Information Services
Reports to: Chief Technology & Information Officer
Prepared Date: July 15, 2004

SUMMARY OF RESPONSIBILITIES

Provides primary direction for the management, support and inventory of Network Services throughout the district. Provides planning, implementation and troubleshooting for building based networks.

DUTIES AND RESPONSIBILITIES

- Manages wide and local area networks (WAN and LAN)
- Develops and maintains the district technology security and disaster recovery plans.
- Directs installation and management of wide area and local area networks.
- Provides leadership in development and maintenance of District technology security and disaster recovery plans.
- Prepares and monitors program budgets for allocation of resources.
- Installs, maintains, provides support, and solves problems relating to networks, servers, workstations, networked peripherals and data communications, network application software, and computers.
- Supports general and network applications, including Novell, Appleshare, UNIX, and TCP/IP.
- Assists buildings with inventory, security, and management of technology equipment for assigned cluster and/or other District facilities.
- Assists building staff with work station application software installation.
- Maintains and documents network topology hardware such as hubs, bridges, and routers.
- Serves on the District's Technology Steering Committee in development and implementation of District's long-range plan for computer utilization.
- Assists in maintaining data communications between cluster schools and District officers via District wide area network.
- Assists in management of Internet Information servers, proxy servers, caches and/or firewalls.
- Maintains current awareness and knowledge of emerging information, trends, and applications for network technology.
- Performs assigned administrative responsibilities to ensure compliance with federal and state law, district policies and guidelines.
- Performs other tasks and assumes other responsibilities as assigned by the Chief Technology & Information Officer.

SUPERVISORY RESPONSIBILITIES

Manages 8-10 subordinate employees in Technology. Responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE

Requires High School Diploma or equivalent plus two years experience in technology management and two years of post high school experience with emphasis in information or technology management.

Bachelor's degree with emphasis in information management desired.