

## Manager, Network Services

**FLSA Status:** Exempt

**Pay Grade:** 24

**Job Title ID:** 19252

**Job Series/Job Family:** Information Technology Series / Network Services Family

### Reports To

Director, ACCNET Services

### Job Purpose

To manage the administration of ACCNet and the data/voice/video network for the College; manage all activities related to administration, design, installation, configuration, maintenance, and utilization of ACCNet as well as network and computer support staff.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Manages the operational activities of the College-wide Data/Voice/Video network, ACCNet, including design, installation, configuration, maintenance, and security.
2. Analyzes network functions and evaluates the services provided; develops plan of action and recommendations; identifies milestones and issues to be addressed, and generates reports as required.
3. Supervises and provides technical leadership and guidance to technical staff; ensures compliance with policies and regulations, and that all issues are addressed and resolved.
4. Monitors utilization trends, manages network performance, and assures maximum uptime; performs ongoing analysis, capacity planning, and technical tuning of the network systems to improve performance.
5. Designs, configures, and maintains network infrastructure components; trouble-shoots network to diagnose system problems; identifies, locates, resolves, and repairs problems; installs and configures software upgrades, file sharing, and domain security protocols.
6. Plans, develops, and designs network management and maintenance projects, including policies and procedures, operational improvements, backup and archival files, and evaluates new technology integration.
7. Coordinates operations activities with other departments and service providers; designs and implements campus-based LAN's, connectivity issues and cabling systems.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Computer network domains, technologies, and protocols.
- Networked systems access and security guidelines and procedures.
- Network performance tuning techniques.
- Current trends and information sources for managing network systems.
- Supervisory principles, practices, and methods.
- Project planning and management principles.
- System backup and recovery procedures and techniques.

### Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable*

*accommodations, that the essential functions of the job can be performed.*

**Required**

- Establishing and maintaining effective working relationships
- Assessing ACC network support needs, and developing and promoting effective solutions.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Supervising and coordinating the activities of subordinate personnel.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, with attention to detail and follow thru.
- Maintaining an established work schedule.

**Computer Skills**

**Required**

- Demonstrated professional-level technical proficiency in network domain administration.

**Physical Requirements**

**Required**

- Occasional lifting of objects up to 100 pounds with assistance.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a computer laboratory and office environment

**Work Experience**

**Required**

- Three years PC LAN/WAN management work experience in an IP environment; one year WAN experience; including one year designing and installing routing, switching, and wireless products and one year supervisory experience.

**Preferred**

- Work experience in administration of Windows NT/Unix servers.

**Education**

**Required**

- Bachelor's degree in computer science and/or electrical engineering or related field.

**Licenses/Certifications**

**Required**

- Valid Texas Driver's License. May be required to obtain additional specific technical certifications

**Other**

**Required**

- Previous experience in installation, configuration and maintenance of routers, Ethernet switches, wireless access points, VPN concentrators, and PIX firewall devices.

**Safety**

**Required**

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.