

# DESERT SANDS UNIFIED SCHOOL DISTRICT

**Classification:** MANAGER OF COMPUTER NETWORK SERVICES **Salary Range:** 26  
**Employment Category:** Management/Supervisory **FLSA Designation:** Exempt

## Job Summary:

Provides supervision and direction in the development, implementation and evaluation of computer network systems, software and hardware applications. Manages and directs employees in the design, development and implementation of a local and wide area networks using a variety of mediums including Microwave technology, and protocols including Internet.

## Essential Job Functions:

- **Evaluates** and recommends telecommunications methods, network components, data communications, and other data processing network items for the purpose of ensuring continued and efficient operation, compatibility and availability of District-wide computer system.
- **Coordinates** and performs network and systems security and disaster recovery for the purpose of maintaining the District-side computer and network data system.
- **Manages**, supervises, and coordinates personnel for the purpose of ensuring efficient operation of the department; and, providing training and development of personnel.
- **Manages**, supervises, and evaluates district wide area network performance for the purpose of performing and recommending required adjustments and repairs.
- **Oversees** the maintenance and installation of computer hardware and software applications for the purpose of ensuring the efficient operation of network systems.
- **Prepares** documentation and procedures (e.g. instructions, user manuals, software and hardware documentation, technical specifications, training materials, etc.) for the purpose of providing written support and/or conveying information.
- **Provides** information and support to users of the District-wide computer system for the purpose of providing assistance and/or direction as needed.
- **Researches** software applications and hardware requirements for the purpose of previewing products to provide recommendations regarding potential applications and purchases.
- **Supports** schools in the design, development and implementation of local area networks.

## Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Attends** meetings as needed for the purpose of conveying and/or gathering information required to perform functions.

## Essential Job Requirements - Qualifications:

- **Skills, Knowledge and/or Abilities Required:** Skill to operate standard office equipment, operate various computer software applications, test and troubleshoot hardware/software problems, use English in both written and verbal form. Knowledge of the design, development, implementation and operation of teleprocessing systems and large-scale data communications networks. Knowledge of the characteristics, capabilities and uses of various teleprocessing system components, including data communication lines and equipment, communication processors, teleprocessing software, terminals and modems. Knowledge of methods, procedures, materials and techniques used in the installation and maintenance of computer and computer systems including both hardware and software. Knowledge and experience in the installation and maintenance of Internet, Electronic Mail, SMS server, MS Exchange and proficiency in TCP/IP protocol. Abilities to diagnose problems in data communications and data processing and plan procedures for resolution. Ability to install, maintain and support a variety of computer hardware and software products. Ability to supervise, train and coordinate staff. Ability to plan, organize and implement complex network projects.
- **Physical Requirements:** Employees in this classification stand, walk, sit, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; standing for long periods of time; have the ability to occasionally lift moderately heavy objects weighing up to 50 pounds, frequently lift up to 15 pounds and constantly lift a minimum of 5 pounds; have the capability to push 20 pounds maximum force and possess the capability to pull 20 pounds maximum force. May sit for long periods of time in front of a computer. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.
- **Work Environment:** Employees in this classification work inside and outside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with students, site staff, the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Other hazards include, but are not limited to, Other Atmospheric Hazards: Constant exposure to computers and equipment, anti-static sprays used on screens, paper dust from new computer paper.
- **Education and Training Required:** Bachelors Degree in Computer Science or related field and three (3) years experience in computer applications which included the design, development and implementation of teleprocessing/data communications; OR, five (5) years experience in computer applications which included the design, development and implementation of teleprocessing/data communications.
- **Licenses, Certifications and Testing Required:**
  - Fingerprint/criminal justice clearance.
  - Tuberculosis clearance.
  - Valid California Drivers license

Personnel Commission: 02/10/1998  
Board of Education: 07/01/1997  
Salary Modification: 07/01/2000  
Personnel Commission: 01/26/2006  
Board Approved: 10/19/2010