

# Westfield Public Schools

Westfield, New Jersey

August 27, 2019  
Attachment #4

## ASSISTANT NETWORK MANAGER

### QUALIFICATIONS:

Bachelor's Degree in engineering or computer science or the equivalent in technical school training.

Cisco, Microsoft or other network certifications.

### REPORTS TO:

Network Manager

### MAJOR RESPONSIBILITIES:

Implement and maintain District technology network-based systems as assigned by the Network Manager or Chief Technology Officer.

### PERFORMANCE RESPONSIBILITIES:

1. Assists in the management of the District's wide area network (WAN) and each school's local area network (LAN).
2. Implements and maintains District network-based systems including (but not limited to):
  - a. IP Clocks/Intercoms/Speakers
  - b. Software for alerts & school bells
  - c. IP Phone system
  - d. POE LED Lighting Systems
  - e. IP Security Cameras and Video Servers
3. Assists staff with network problems, both hardware and software, as they occur.
4. Installs new software and user accounts on the network as required.
5. Provides assistance to the Chief Technology Officer with the budgeting and purchasing of hardware and software.
6. Implements technology standards, including systems operations and management, systems security, disaster/failure recovery, virus protection and building wiring and procurement.
7. Assesses, monitors and evaluates outside contractor services.
8. Ensures network-based systems are maintained in accordance with industry approved best practices.
9. Works with the Chief Technology Officer to plan for upgrades/replacements of hardware and software.
10. Performs other duties as assigned by the Network Manager or the Chief Technology Officer.

**TERMS OF EMPLOYMENT:**

**Work Year/Calendar:** Twelve (12) months contract per WAES Board Agreement

**Health Benefits:** As per WISSA/Board Agreement

**Salary:** To be determined by the Board of Education

**Vacation:** To be determined by the Board of Education

**EVALUATION:**

Performance of this position will be evaluated annually by the Chief Technology Officer with input from the Network Manager in accordance with the provisions of the Board of Education policy on evaluation of non-certified staff.

Approved: