

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED MANAGEMENT POSITION DESCRIPTION**

JOB TITLE: Network Manager

BASIC FUNCTION: Under the supervision of the area Associate Vice Chancellor, supervises the operation and maintenance of the District's data network which includes LAN, WAN, WLAN, security, servers, and network printers.

SUPERVISORY RESPONSIBILITIES: Network Specialists.

REPRESENTATIVE DUTIES:

1. Assigns work, directs daily activities, and evaluates performance of Network Specialist Data personnel assigned to this position by the Associate Vice Chancellor, Information Services.
2. Responsible for the security of the District's data network.
3. Designs and implements network design/infrastructure upgrades and expansion.
4. Develops detailed implementation plans for data network hardware and software expansion and upgrade.
5. Coordinates network monitoring activities for data communications such as server/SAN, wireless, security, bandwidth trends and issues.
6. Develops and maintains network documentation.
7. Assists with budget preparation and responsible for the administration of that portion of the budget assigned to the network by the Associate Vice Chancellor, Information Services.
8. Assists with the development and enforcement of the District's acceptable use policies with regard to network usage.
9. Serves as the contract administrator for any professional service contracts issued to support network services.
10. Oversees the acquisition and maintenance of network equipment.
11. Maintains an inventory of all network hardware equipment.
12. Develops and presents data relative to the cost efficiency, effectiveness, and appropriateness of new hardware and software to be used by the District on the network.
13. Determines the need, type, and scope of training for the effective use and operation of network software and hardware, as it pertains to the network support staff.
14. Remains knowledgeable about all aspects of network technology and applications, especially as it regards higher education.
15. Assists in the hiring of classified staff assigned to the Information Services department.
16. Maintains friendly and supportive atmosphere for students, faculty, staff, and the public.
17. Performs other related responsibilities as may be assigned.
18. Serves as a member of the Management Association.

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19. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.

EDUCATION: Bachelor's degree from an accredited institution.

EXPERIENCE: At least four years of professional experience maintaining similar data networks. At least six months of experience managing a paid, professional, technical staff. An understanding of the evaluation, selection, installation, testing, and maintenance of network equipment and network documentation.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: modern network topologies and their control; and superior verbal and written communication skills.

ABILITY TO: to establish and maintain effective relationships with staff, students and others.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS: Co-workers, other departmental staff, managers, project leads, vendor, and architects.

WORKING CONDITIONS: Normal computer environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.