BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: **Network Supervisor**

RESPONSIBLE TO: **Director of Information Technologies**

JOB SUMMARY: Responsible for the daily operation and ongoing expansion of the BASD Network and the critical network services provided by the BASD Network Center.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Monitors performance, maintains, troubleshoots, and repairs district Wide-Area Network (WAN) in collaboration with Commonwealth Telephone.

2. Monitors performance, maintains, troubleshoots, and repairs building Local-Area Networks (LANs) in collaboration with computer specialists.

3. Performs system administration functions on District e-mail, news, dns, and web servers.

4. Monitors performance, maintains, troubleshoots, and repairs District e-mail, news, dns, web, and remote access servers.

5. Assists in the installation of new network facilities.

6. Assists in the removal/relocation of network facilities.

7. Programs routers, switches, hubs, firewall, and other network electronics for proper network functioning.

8. Programs routers, switches, hubs, firewall, and other network electronics to ensure network and mainframe security.

9. Maintains up-to-date records of network configuration.

10. Maintains up-to-date records of district IP addresses (with Technology Specialists)

11. Maintains up-to-date records of network electronics configurations.

12. Backs up all router, switch, firewall, and other configurations.

13. Works with vendor technical support staff for troubleshooting, service, repair, upgrade, and/or exchange of network hardware and software.

14. Installs and maintains all district servers.

15. Other duties as assigned by Director of Information Technologies.

QUALIFICATIONS: Post high school education with network certification; proven competencies and experience are desired in network troubleshooting, documentation and administration; proficiency with basic computer applications such as word processing and databases, as well as Internet components such as e-mail, newsgroups, and World Wide Web; knowledge of Ethernet, PPP, TCP/IP and AppleTalk network protocols and packet structure; knowledge of Cisco router programming and security; knowledge of layer-2 and layer-3 switch configuration and network design; knowledge of DNS/BIND, e-mail server configuration, and firewall configuration; knowledge of one or more network/server programming

languages such as PERL, C, or AppleScript; expertise in using network monitoring and packet/protocol analysis tools and concepts; expertise in setting up and administering UNIX-based (BSDI), Macintosh, and Windows NT servers; exercises initiative and solves problems on a daily basis; exercises exceptional discretion in handling of security information regarding BASD computer systems and networks; ability to perform the essential functions of the position; and physical ability to assist in installation of network cable, jacks, and hubs.

REQUIREMENTS: Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects, and to use both hands for repetitive motion. Some bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to mostly sit with some standing, walking/moving throughout the work environment.

SENSORY ABILITIES: Visual acuity and auditory acuity.

WORK ENVIRONMENT: Typical office environment. Subject to inside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills. Must be cooperative, congenial, and service oriented. Must be able to work in an environment with frequent interruptions.

COGNITIVE ABILITY: Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.

SPECIFIC SKILLS: Must possess leadership skills, supervisory skills, and computer skills. Ability to operate various office equipment. Must possess active listening skills. Must possess conflict mediation skills.

CLASSIFICATION: Support staff; Noninstructional Meet and Discuss 12 month position; Cabinet Code – T.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)