

# KYRENE SCHOOL DISTRICT, ARIZONA

## CLASS SPECIFICATION

### CLASS TITLE: Network Supervisor

<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>
C	4	1
<b>DEPARTMENT:</b> Information Technology	<b>ACCOUNTABLE TO:</b> Director of Technology	<b>FLSA STATUS:</b> Exempt
<b>CLASS SUMMARY:</b> Incumbent is responsible for supervising and coordinating the District's Wide area, Local area, data warehouse, and internetworking activities. Duties include: planning complex projects, leading collaborative team efforts, assigning work and supervising staff to include conducting performance evaluations, making recommendations for capital equipment purchases, reviewing new technologies and determining how and if they best fit with educational needs. Supervising: a) development of District standards for network technology, b) network design, c) configuring and maintaining an open view network manager station, and d) designing and maintaining server configurations, providing technical advice for staff, and resolving complex network problems.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Network Supervisor is a stand-alone class, which is distinguished from other classes by its responsibility for supervising and managing the network and data warehouse projects and supervisory responsibilities over technicians and specialists in the technology department.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Plans and leads complex technical projects in a collaborative work environment.	Daily	C4
2.	Supervises staff to include assigning and monitoring work, ensuring training, resolving conflicts, interviewing applicants, and conducting performance evaluations.	Daily	B3
3.	Conceptualizes technology applications and delegates tasks for implementation to include providing technical advice to staff and resolving complex problems.	Weekly	B2
4.	Reviews new technologies to determine how they best fit with educational needs.	Weekly	C4

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5.	Supervises: development of District standards for network technology infrastructure to include design and maintenance of networks, and design of server configuration.	Weekly	C4
6.	Analyzes network traffic data and supervises system improvements.	Weekly	C4
7.	Provides technical information to staff and suggests methods that are compatible with expectations.	Weekly	C4
8.	Makes recommendations regarding capital equipment purchases and technology implementation at schools.	Occasionally	C4
9.	Works with consultants and external providers as needed.	Occasionally	B2
10.	Performs other duties of a similar nature or level.	As Required	N/B

**Knowledge** (position requirements at entry):

Knowledge of:

- Personnel management and supervision
- Current computer technology and applications
- Systems management

**Skills** (position requirements at entry):

Skill in:

- Supervision of network staff
- Using computers and related software packages
- Troubleshooting technical problems
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction
- Managing, supervising, and leading collaborative teams for complex project work

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**Training and Experience** (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and four years experience in designing and maintaining networks, three-five years of experience in collaborative complex team environments, or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. A Bachelor's Degree in Computer Science is preferred.

**Licensing Requirements** (position requirements at entry):

- Network Certification or other as appropriate

**Physical Requirements:**

Positions in this class typically require: lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to moving mechanical parts and electrical currents.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Classification History:**

Draft prepared by Fox Lawson and Associates LLC (kw)

Date: 3/98

Revised: 8/99

Revised: 04/01