

# Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

**Human Resources**

(409) 916-0107

## **Manager of Network Services**

Job Description

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**Reports to:** Chief Technology Officer

**Status:** Exempt

**Term:** 226

### **Primary Purpose:**

Evaluates, implements, and maintains the TCISD enterprise, through domain and system administration, email management, network security and services, Network Infrastructure design, Virtual environment design and management, server monitoring and security protection.

### **Qualifications:**

Bachelor's degree in Telecommunications, Computer Science, Computer Information Systems, or 5 years equivalent experience

Management Information Systems, or related field, and/or five years related network system administration experience. Experience in MS Exchange, MS Internet Information Server, MS

System Management Software, required. Experience with various enterprise deployment and familiarity with LAN/WAN communication protocols, hardware standards and project management experience, preferred. Experience in cyber security best practices, prevention, incident response and mitigation.

### **Primary responsibilities:**

1. Specifies TCISD Enterprise server hardware and software standards and designs scalable storage solutions.
2. Participates in Texas City ISD technology incident responses and situations.
3. Maintains district cyber security focus and proficiency.
4. Reviews and updates technology incident response plans as technology changes.
5. Serves as the Internet Filtering Administrator to create reports as requested by management and blocks/unblocks those internet sites that are required for TCISD users. Enables Internet sites as needed for user groups.
6. Serves as the System Administrator for all servers virtual and physical supported by Technology Services.
7. Acts as operational administrator for the Staff and Student domains (design, implementation, maintenance).
8. Installs, configures and upgrades TCISD Enterprise servers and maintains existing servers and network connections.
9. Serves as the TCISD E-Mail System Administrator in maintaining the MS Exchange Server hardware and software support and provides disaster recovery for all TCISD e-mail mailboxes.

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10. Plans and supervises installation, development, and enhancement of systems and diagnoses hardware and software problems.
11. Researches and recommends server, storage, and backup solutions for Texas City Independent School District's computing environments.
12. Stays abreast of the rapid growth curve for updating TCISD Enterprise Servers and Storage technology.
13. Provides Enterprise Backup and performs restoration of data to the Windows systems from backup media.
14. Design and implementation of district network infrastructure and server infrastructure.
15. Manage all systems in the office 365 tenant including the security platform. Office products, email, email security, one drive, SharePoint and the Microsoft security center for cyber security.
16. Moderate knowledge of PowerShell.
17. Will be an active participant in Texas City ISD technology incident responses and situations.
18. Maintains technology security focus and proficiency.
19. Regularly reviews and updates technology incident response plans as technology changes.
20. Manage Classlink, Device Cloud, technology refresh/installation.
21. Maintain Network and System Design and Health.
22. Serve as the Microsoft and Teams administrator for the district
23. Performs other duties as assigned.

## **OTHER SKILLS AND ABILITIES**

Ability to perform high-level of computer skills in areas of the communication protocols. Ability to design and build a disaster recovery process for Exchange Server and VMware environment.

Excellent interpersonal and communication skills. Knowledge of Windows Advanced Server and active directory infrastructure. Thorough understanding of Access Control Lists and their application to file, folder, application, server and SharePoint rights. Strong background in Active Directory, DNS and DHCP

Expert knowledge of Network design and implementation

## **SUPERVISORY RESPONSIBILITIES**

Supervise Network Administrator

Supervise team of campus technicians

## **Working Conditions:**

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Mental Demands/Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer. Lifting and moving of heavy equipment; stooping, bending, and kneeling. Work on-call and after hours.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_