

## MODESTO CITY SCHOOLS

### Job Description

JC# 10037

### NETWORK AND SECURITY MANAGER

#### OVERALL RESPONSIBILITY

Under direction, plan, organize, manage, support, and monitor the infrastructure and security team that provides core information technology services for the district. Specifically manage and administer network infrastructure, servers, instructional software systems, VOIP infrastructure, data and video communications, disaster recovery, data security, etc. In addition, networking/server staff management/oversight to ensure all system/network administration activities; manage purchase and contract negotiations for software and hardware; and perform related duties as assigned.

#### SPECIFIC RESPONSIBILITIES

1. Implement, evaluate and supervise the design, development, installation, maintenance, system/network security and support of the Modesto City Schools network infrastructure, to provide an effective and reliable interoperating infrastructure to promote the sharing of information and operations. *E*
2. Develop and implement security systems, policies, standards and procedures intended to prevent the unauthorized use, disclosure, modification, loss or destruction of data on the Modesto City Schools network. *E*
3. Manage all server, networking, and security staff to ensure proper department operations and practices with troubleshooting systems, network performance, new system selection/implementation, and daily operations. *E*
4. Recommend, implement and administer network protective technology measures for the District network. These include, but are not limited to; Enterprise backup systems, Antivirus, Antispyware, SPAM protection, Intrusion Detection Systems, bandwidth utilization devices and monitoring systems. *E*
5. Develop, coordinate and implement the network, server, and security related aspects of the Modesto City Schools Disaster Recovery Plan. *E*
6. Review network technology needs of the District and recommend appropriate hardware and software design solutions and recommendations for their purchase and installation including capacity planning, maintenance and planned expansions or refresh of systems/network, and applications. *E*
7. Keep accurate network documentation for the District network. Update documentation as necessary, as technologies and the network change. *E*
8. Manage all network/server staff to ensure high level of customer service, effective and efficient staff work, and high level of accountability and organized structure. *E*
9. Manage the performance of the Modesto City Schools network and security staff; regularly monitor staff performance and provide coaching for performance improvement and development that supports achieving the department's and district's mission, objectives and values. *E*
10. Maintain cooperative relationships with those contacted during the course of work. *E*
11. Perform other related duties as assigned.

#### NETWORK AND SECURITY MANAGER

## WORK YEAR

Approved days as specified on the Management Salary Schedule

## SALARY

Management Salary Schedule

## QUALIFICATIONS

### Knowledge/Ability

#### Minimum Requirements:

- Knowledge of network architectures and theory and principles of secure network design and integration.
- Knowledge of principles, practices and methods of cyber-security infrastructure and vulnerability management.
- Knowledge of principles and methods of enterprise-level data management and data storage technology solutions.
- Knowledge of systems/network configuration and management; internet/intranet technologies and design concepts.
- Knowledge of operating system architectures and characteristics, components, uses and limitations applicable to the district information technology environment.
- Knowledge of database management systems and software, including architectures, diagnostic tools, commands and utilities.
- Knowledge of project management methods, tools and techniques; troubleshooting principles and practices applicable to areas of responsibility.
- Ability to understand and implement complex oral and written directions given in English.
- Ability to compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling.
- Ability to work with other technical personnel on highly sophisticated networked projects.
- Ability to read, interpret and apply complex technical publications, manuals, and other documentation.
- Ability to analyze complex administrative and data systems, identify problems and develop logical conclusions and effective solutions.
- Ability to establish and maintain effective working relationships with staff of user departments and data processing employees.
- Ability to clearly document procedures and provide training for staff and users on implementation and operation requirements of the system.
- Ability to communicate effectively to both technical and non-technical users.

### Experience

#### Minimum Requirements:

- Five (5) years of progressively responsible experience in the design, development, implementation, support and security of enterprise network environments.

#### Desirable Qualifications:

- Five (5) years of managerial experience in the design, development, implementation, support and security of enterprise network environments.
- Five (5) years in Enterprise experience with infrastructure and servers in a cyber security environment.

### Education/Credential

#### Minimum Requirements:

- High School diploma or General Education Development (GED) certificate or California High School Proficiency Examination (CHSPE) certificate.

#### Desirable Qualifications:

- Bachelor's degree in one or more of the following areas: Computer Science, Information Technology, Business or a related field.

### License

- Valid California Driver's License

## **NETWORK AND SECURITY MANAGER**

QUALIFICATIONS (continued)

Physical Characteristics

With or without the use of aids:

Sufficient vision to read small print.

Sufficient depth perception to work on computers and related equipment.

Sufficient hearing to hear work area noise and normal conversation in person and on the telephone.

Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.

Sufficient dexterity to manipulate small objects, print or write legibly, and use a computer.

Sufficient physical ability to sit or stand for prolonged periods of time.

Sufficient physical ability to reach horizontally and vertically with arms.

REPORTS TO:

Chief Technology Officer, Information and Educational Technology Services or designee

Cabinet Approved: 2/11/20

Board Approved: 2/24/20