Cozad Community Schools
Job Description

Job Title: LAN Manager
Job Category: Classified (Non-certificated position)
Department: Technology
Reports To: Director of Technology

GENERAL SUMMARY AND QUALIFICATIONS The LAN Manger is proactive and committed to ensuring the network, servers and infrastructure that support critical school district functions are kept working in an efficient, future-minded manner. Position is responsible for the provision of network and internet availability to all users and to perform necessary maintenance as required.

- Install, configure and maintain the District's IT network, phones and internet systems.
- Troubleshoot errors, perform backups, improve performance and maintain security over the entire network.
- Demonstrate in-depth knowledge of network and data communications; various types of hardware and software; security measures such as firewalls and virus protection.
- Demonstrate good judgment and decision making abilities for the overall benefit of the Technology department and the District.
- Ability to prioritize, organize and accomplish assigned work so that daily, weekly and monthly deadlines are met.
- Demonstrated ability to manage multiple priorities at the same time.
- Demonstrate dependability, trustworthiness and honesty on the job.
- Demonstrate positive attitude, cooperation, professionalism and teamwork.
- Serve as a resource to District personnel to answer questions, resolve issues and troubleshoot problems with hardware or software.
- Communicate effectively with administrators, teachers, support staff, students, other stakeholders and the community. Patient, compassionate and understanding.
- Maintain positive relationship with vendors and contracted partners.

JOB SPECIFICATIONS

- Minimum of an Associate's Degree in Computer Networking or related technology field preferred.
- Three to four years of work experience in a technology environment, formal or informal preferred.
- Ability to set up and maintain local area network operating systems.

- Networking experience preferred, Cisco background is desired.

- Demonstrated experience in PC and MAC maintenance, identifying and troubleshooting network and computer problems.

- Ability to determine how a system should work and how changes in conditions, operations and the environment will affect outcomes.
- Effectively manage resources for the best outcomes; including but not limited to time, materials, budget and e-Rate opportunities.

- Collaborate effectively with other members of the technology team; open to the ideas or thoughts of others.

- Seek assistance from Educational Service Unit or other professionals whenever needed.

- Understand and follow software licensing procedures.

- Experience with G Suite for Education and Chrome devices preferred.

- Demonstrate ability to track by location numerous computers, printers and other hardware devices.

- Equipment repurposing, machine imaging, hardware installation and software installation and configuration.

- Test software applications and equipment performance to maintain highest operating levels.

- Teach other staff members and/or students to use and possibly troubleshoot computer equipment or software.

- Perform system troubleshooting, general computer maintenance and repairs.

- Answer user inquiries and resolve user issues regarding software or hardware operations.

- Recognize when something is wrong or is likely to go wrong and making a sincere attempt to prevent issues.

- Combine pieces of information to form general conclusions, including finding relationships among seemingly unrelated events.

DISCLAIMER The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel in this position. These statements are not intended to limit, or in any way, modify the right of any supervisor to assign and direct the work of employees under his/her supervision.