

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

Class Title: Network Manager			BOT Date: 02/25/04
Level: F	FLSA Status: Exempt	Class Code: E0641	Adm. Rev:

### GENERAL DESCRIPTION

Provides network support to academic labs and classrooms. Manages and designs academic network environment.

### KEY RESPONSIBILITIES

### % OF TIME

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1. *	Engineers, plans and implements network equipment including wireless equipment.	20
2. *	Manages, configures, and maintains all network equipment and associated network servers and service	20
3. *	Manages wireless network and authentication hardware and software.	15
4. *	Monitors and maintains network security systems such as firewalls, IDSs, scanners and network sniffers.	15
5.	Manages and plans network addressing schemes, including IP management via DHCP, network name server (DNS), authentication and directory services.	10
6.	Develops documentation for current and future network equipment and design.	5
7.	Leads college teams in monitoring and designing network components based on the needs of the academic community.	5
8.	Works cooperatively with internal and external vendors in developing and designing network architecture.	5
9.	Manages vendor contracts and ensures vendor compliance with network initiatives.	5
10.	Performs other work related duties as assigned.	

\* Indicates an "essential" job function.

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<b>KEY JOB REQUIREMENTS</b>		
Education:	Bachelors Degree in Computer Science, MIS, computer engineering or comparable degree.	
Experience:	Three to five years of prior work related experience required	
Planning:	Formal plans that exceed one year, but not three years beyond normal operational planning. Scope of planning is department or equivalent.	
Impact of Actions:	Provides supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. Recommends specific equipment and services that are needed to complete projects.	
Impact of Decisions:	There is moderate responsibility for making recommendations or decisions which typically affect department, but may at times, affect operations, services, individuals, or activities of a campus or the institutional academic program.	
Complexity:	Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues. Many problems are unique and unique solutions are required.	
Decision Making:	Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.	
Problem Solving:	Problems are not easy to identify, but are similar to those seen before. Solving them requires judgment such as setting priorities, evaluating results, researching problem resolution databases that exist on-line or in a vendor's on-line resources. Solutions can often be found by using methods chosen before in similar situations	
Communications with Others:	Requires regular contacts to carry out programs and to explain non-specialized matter, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation, and persuasion. Requires regular contact with outside agencies and the general public, supplying or seeking information on specialized matters.	
Supervision of Others:	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.	
Job-Related Knowledge:	Requires extensive knowledge of a distinct trade or technical function. Knows policies and procedures, and can recommend a course of action based upon these guidelines, modifying existing methods, procedures, or forms as necessary. May work with software applications and retrieval of data.	
Innovation/ Creativity:	Work constantly requires the development/enhancement of innovative and complex methods, procedures, products, or systems. Results generally affect the College as a whole.	
Working Conditions/ Physical Effort:	Intermittently sitting, standing, and stooping. Work in an office, library, classroom or computer room; occasional lifting 25 lbs. or less.	