

Title of Position: **Network Manager**
Reports To: **Director, Information Technology**

Position Concept: Manages PC networks, PC workstations, email, Internet and overall computer operations including general network administration. Diagnoses workstation and user application problems. Maintains operational status of all computer-related equipment. Performs upgrades, maintenance and repair of all PC-related hardware. Sources and manages support for all Mac computer equipment. Manages NATA Career Center.

Position Duties:

General:

1. Performs detailed program testing, documentation, and implementation of PC procedures.
2. Installs and manages operating systems and desktop programs
3. Monitors, implements, adapts and manages changes in programs, operating systems, hardware upgrades, routines, and quality control standards.
4. Establishes technical priorities, standards, and procedures. Ensures sufficient systems capacity for organizational needs.
5. Handles problems relating to equipment performance, operating efficiency and output quality.
6. Analyzes usage patterns and establishes schedules and procedures for maximum utilization of the system. Determines maintenance procedures and schedule.
7. Determines hardware and software needs. Analyzes products and recommends use of new products and services to I.T. Director.
8. Acts as primary organizational interface with vendor; provides internal analysis and support.
9. Provides PC support to office staff.
10. Outsources and manages Mac support for office staff.
11. Provides I.T. support for traveling staff.
12. Arranges in-house training classes for staff as appropriate.

Website, email:

13. Provides support for NATA website and webmaster.
14. Maintains email functions; monitors and insures email traffic flows smoothly. Supports Blackberry hand-held units.

Networks, workstations, hardware, software:

15. Maintains operational status of all network/workstation environments.
16. Manages new user set up and access. Ensures access is promptly discontinued for exiting employees.
17. Monitors LANs (local area networks) including membership database server, email server and data server. Identifies and corrects errors, troubleshoots and provides general maintenance service.
18. Installs, upgrades, and configures network printing, directory structures, rights, security, and software on file servers.
19. Keeps office staff and tele-workers informed of system interruptions. Alerts all staff when services are restored.
20. Monitors potential danger to network/workstations from hazards such as computer viruses, hackers, theft of data/programs, electrical surges and outages, disaster, staff abuse, etc. Arranges and administers security measures to restrict unauthorized use of data systems and databases.
21. Manages phone/data cabling for office. Liaises with phone system vendor to manages internal phone system.
22. Monitors T1 bandwidth traffic for both phone and data needs.
23. Responsible for Photocopier/Fax/Scanner maintenance & training.
24. Ensures security of network files by performing network back-ups each night.

Career Center / Career Assistance Committee

25. Manages Career Center web site, including all updates.
26. Staff liaison to Career Assistance Committee.
27. Monitors state athletic training web sites to monitor job listing activity.

Annual Meeting

28. Orders rental equipment and internet connectivity for all staff.
29. Sets up Career Center at the annual meeting.
30. Other duties as assigned.

9/17/2007