



**University of Texas at El Paso
Job Description**

Job Code: 9390
Job Title: Network Manager
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA: Exempt
Prepared by: Human Resource Services
Creation/Revision: December 15, 2010

Summary: Directs and coordinates local area computer network activities.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Designs, specifies, configures, installs, and maintains local area network hardware, software, telecommunications, and wireless services including software applications, antennas, peripherals, servers, routers, bridges, switches, modems, cabling, patches, hubs, and Internet service providers; surveys sites and distances prior to installation of networking components.

Performs analysis of network needs and contributes to design of network architecture, integration, and installation; performs access feasibility and determines costs versus benefits analysis. Requisitions bids from vendors and coordinates third-party maintenance for network hardware, software, telecommunications, and wireless services. Researches and evaluates new technologies. Monitors network traffic (incoming and outgoing) and makes necessary recommendations for additional resources and hardware.

Develops and implements policies and procedures related to network hardware and software acquisition, use, support, security, and backup. Develops and communicates standards for use, operations, and security of network, personal computers, and data.

Prepares and maintains documentation of network configurations and cabling layouts; establishes and maintains network users, user environment, directories, and security; collects and analyzes network and memory utilization.

Performs network troubleshooting to isolate and diagnose common network problems; enters diagnostic commands into computer to determine nature of problem, and reads codes on screen to diagnose problem.

Develops and implements disaster recovery procedures.

Installs and performs upgrades of hardware and software.

Provides support to and trains users in local area network administration and usage; monitors and maintains network stability.

Communicates and coordinates network schedule, backups, and downtime to users.

Must be available on an "On Call" basis.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities: Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.



Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Bachelor's degree from four year college or university within area of assigned responsibility.

Minimum Experience required: Three years related experience to the statement of duties and responsibilities; or equivalent combination of education and experience.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to feel and talk or hear. The employee is frequently required to stand; walk and reach with hands and arms. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally at risk of electrical shock. The noise level in the work environment