



COMPUTER NETWORK SUPERVISOR

SALARY GRADE: [C4-79](#)

DEFINITION:

Under the direction of an assigned supervisor, oversee the technical operations and activities related to networking, data processing and data distribution for the colleges and the District; assure proper functioning of the data network and administrative data processing systems; train, supervise and evaluate assigned staff.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Oversee the technical operations and activities related to networking, data processing and data distribution for the colleges and the District; develop specialized programs as assigned.
2. Interview, select and hire employees; supervise, assign, direct and schedule work activities; explain how duties are to be carried out.
3. Evaluate the performance of assigned personnel; effectively communicate how the performance of duties will be measured; recommend promotions and rewards for service.
4. Approve monthly time and attendance records and approve requests for time off and additional time worked, including any overtime worked and compensatory time worked/taken.
5. Address and resolve a wide variety of concerns and complaints; adjust grievances; recommend transfers and reassignments.
6. Counsel employees; address performance problems through corrective disciplinary action; suspend and/or terminate personnel according to established policies and procedures.
7. Plan, coordinate and arrange for appropriate training for assigned personnel; develop and initiate departmental activities, orientations and in-services to review policies and procedures of the program, the College and changes on State regulations.
8. Oversee the work of various installation, maintenance and programming activities performed by assigned staff; provide technical assistance to staff regarding use and maintenance of assigned systems.
9. Assure proper functioning of the data network and administrative data processing systems; monitor network performance and identify potential problem areas.
10. Assure network and data processing security including installing security programs, analyzing security reports and working with appropriate authorities.
11. Communicate with and assist the Director, campus staff, contractors and consultants regarding various networking and data processing issues.
12. Research, meet with vendors, and evaluate equipment for use in the data processing center or the network; recommend, specify, acquire, install and configure equipment for the center and the network.
13. Operate a variety of computers, data processing and network software, and operating systems; operate network probes, analyzers and monitors.

14. Attend various conferences and meetings and serve on assigned committees.
15. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Data processing and network management.
2. Technical aspects of WAN and LAN protocol, maintenance, operation, and programming.
3. System administration and programming for VAX/VMS and UNIX systems.
4. Computer hardware systems, software applications and languages utilized by the District.
5. Principles and practices of data processing.
6. Principles and practices of supervision and training.
7. Interpersonal skills using tact, patience, and courtesy.
8. Oral and written communication skills.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Oversee the technical operations and activities related to networking, data processing and data distribution for the colleges and the District.
3. Assure proper functioning of the data network and administrative data processing systems.
4. Train, supervise and evaluate assigned staff.
5. Diagnose and understand reasons for system failures.
6. Provide technical guidance and recommendations concerning existing computer programs and systems.
7. Communicate data processing procedures and requirements to users.
8. Communicate effectively both orally and in writing.
9. Establish and maintain cooperative and effective working relationships with others.
10. Maintain current knowledge of technological advances in the field.
11. Plan and organize work.
12. Work independently with little direction.

Education and Experience

Any combination equivalent to:

1. Bachelor's degree in computer science, or related field
2. Five (5) years of data processing and systems administration experience, two of which were in a supervisory capacity.

WORKING CONDITIONS:

Environment:

1. Office environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision to read various materials.
4. Standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Lifting, carrying, pushing or pulling objects up to 20 lbs.