

# City of Sallisaw Job Description

## Job Title: Network Manager

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**Exempt (Y/N):** Yes  
**Date:** January 2023

**Department:** Information Services (IS)  
**Reports To:** IT Manager

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### SUMMARY

The Network Manager is responsible for maintaining all city government and public safety computer network needs. The Network Manager not only works with city and public safety computer networks but will also provide support services for the city's community fiber optic network and any future projects related to local and wide area data networks.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following:

1. At the direction of the IT Manager, maintains all city computer networks, hardware and software including those of the city's fiber optic network and camera systems as needed.
2. Performs daily checks on all systems ensuring proper operations and daily backups are completed.
3. Identifies emerging information technologies to be integrated and introduced within the city departments. Consults with city management, staff members and department supervisors on IT issues and needs of the various departments.
4. Works with the IT Manger on the development, design and implementation of new applications and changes to existing computer systems and software packages. Assists in project management on all projects associated with city networks.
5. Develops and implements data back-up and disaster recovery plans and procedures. Ensures that all city data can be accessed or re-established in the event of an emergency or other loss of data.
6. Maintains the integrity and continual operation of all city computer networks. Become familiar with all software used by the city and ensure all software utilized is operating under most current updates. Provides installation services for new or replacement equipment and software.
7. Installs, maintains or replaces network cabling as needed.
8. Maintains security and privacy of the city's computer networks. Maintains security logs and records of network access.
9. Inventories all computer equipment and software used by the city.
10. Participates in the development of policies and procedures related to the city networks.

11. As needed, develops training manuals or information papers that will provide "how to" information for city employees.
12. Provides training to city employees on various computer operations. Coordinates training with city employees and outside software vendors as needed.
13. Appear for scheduled work with regular, reliable and punctual attendance.
14. Ability to work outside normal working hours, including weekends and holidays, as needed. Report to work as needed in emergency situations.
15. Performs other duties as assigned.

## **QUALIFICATIONS**

The incumbent must have extensive knowledge of electronic data processing and management systems, and of the technical aspects of computer operations; documented working experience with Microsoft Windows Environments, including MS-SQL and Microsoft Exchange, Internet Information Server, Microsoft Office and Office 365 and other applications associated with general city governments; experience with Microsoft windows configuration, installation, maintenance, support and troubleshooting of TCP/IP networks, supporting computers, VoIP and other systems.

The incumbent must also be willing to work outside normal working hours, including weekends and nights and be available for call outs after hours; must have excellent interpersonal skills, including the ability to have a pleasant, courteous, and business-like appearance and approach in dealing with city staff and customers.

Must possess a valid Oklahoma driver's license.

## **EDUCATION AND EXPERIENCE**

Graduation, or imminent graduation, from a college or university with a bachelor's degree in computer science or related field, or eight years or more of increasingly responsible experience involving government or business information technology services. Satisfactory completion of, or ability to complete, CompTIA A+ and Network+ certifications courses and exams or other comparable certifications.

Computer networking experience shall consist of experience with operating systems, application software, personal computers, local area networks, wide area networks, wireless networks, phone networks, cellular devices, servers, laptops, projectors, smart boards, printers, routers, switches, hubs, networking cable, fiber optic cable, small tools, and standard office equipment.

## **LANGUAGE SKILLS**

Ability to read, analyze and interpret general business periodicals, professional journals and technical procedures; ability to write reports, business correspondence, and procedure manuals; ability to communicate clearly and concisely, orally and in writing; ability to effectively respond to questions from employees, customers and general public. Must be able to maintain a cooperative working relationship with other departments and personnel of the City.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rates, ratios, and percentages.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

**PHYSICAL DEMANDS**

Requires the ability to perform installation work involving exertion of a moderate amount of physical effort to stoop, crouch and lift in the performance of duties; ability to perform duties in a safe manner; ability to lift objects up to 50 lbs.; sufficient hand/eye coordination to perform repetitive movements such as installing and setting up computer equipment. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be subject to uncomfortable working conditions such as performing work in confined spaces, on ladders or towers.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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.

Position requires the ability to work in an inside or outside environment in all types of weather conditions; works in a server room and Headend type facility surrounded by various types of electronics; ability to travel to different sites and locations. The noise level in this work environment is usually moderate.

\*\* A pre-employment drug test is required. Successful applicant must reside within a 20-minute response time of the city limits of the City of Sallisaw

Approved:  \_\_\_\_\_  
City Manager

Date: 1/13/2023

Date Modified: 1/3/2023