LODI UNIFIED SCHOOL DISTRICT

CLASS TITLE: NETWORK AND CYBERSECURITY SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director III Technology Services, the Network and Cybersecurity Supervisor is responsible for overseeing the design, implementation, and maintenance of the district's network infrastructure and cybersecurity measures. This role involves leading a team of network and security professionals, ensuring the protection of sensitive data, monitoring for threats, and responding to security incidents. The supervisor also plays a key role in developing and enforcing security policies and protocols.

REPRESENTATIVE DUTIES:

Implement the District-wide network; supervise documentation regarding the configuration of District LAN/WAN and the point-to-point network including circuit numbers, circuit types, IP addresses and other related information. *E*

Develop, implement, and manage cybersecurity strategies to protect the organization's network and data from threats, including malware, ransomware, phishing, and other cyberattacks. *E*

Maintain current systems (Internet, Intranet, Internet Filtering, Email, server farm, Financial system, network switches, routers, Student Information System) in regards to Operating Systems, patches, security/virus protection, and monitor the health of servers, data communication lines and network equipment. *E*

Oversee the installation, configuration, and maintenance of network systems, including routers, switches, and other infrastructure components. *E*

Supervise, mentor, and provide direction to a team focused in cybersecurity, network, systems, and telecommunications. *E*

Coordinate the installation of new data communications equipment at various schools District-wide; assist in the installation of other major hardware and software systems. *E*

Oversee the expansion of the point-to-point and LAN/WAN networks, including meeting with vendors, users and Technology Services personnel. *E*

Create, enforce, and regularly update cybersecurity policies, procedures, and best practices to align with industry standards and regulatory requirements. *E*

Coordinate with vendors to obtain price quotations for the installation of cabling, software, hardware and maintenance pertaining to network, systems, and cybersecurity applications and equipment. *E*

Prepare and present reports on network/systems performance, security incidents, and compliance status to management as requested. *E*

Serve as liaison between the District and various telephone service and equipment providers; maintain and oversee District-wide standards for telephone equipment; conduct reviews of telephone bills. *E*

Maintain, coordinate, and plan for E-rate with orders for District telephone circuits; review and approve adds, moves and changes (connects/disconnects) of telephone equipment to assure proper budgetary allocation and adherence to standards; coordinate assignment of telephone numbers and locations within District property; monitor telephone work orders to assure timely completion of work. *E*

Review, test and implement off-the-shelf networkable applications. *E*

Prepare annual budget for network, telecommunications, and cybersecurity initiatives for the installation and ongoing needs for network-based systems ensuring cost-effective solutions without compromising security. *E*

Develop and recommend construction specifications related to network applications for new schools and the remodeling of schools with the Facilities & Planning Department.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Proper management of District-wide data and voice.
Voice and data circuits and services.
Principles and operations of assigned network systems.
Principles and practices of supervision and training.
Operation of office machines including computer equipment and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
Participate in the implementation of the District's Strategic Plan for Technology, including voice, video, facsimile and data transmission.
Diagnose digital and analog network difficulties.
Diagnose network software problems.
Operate office machines including a computer and applicable software.
Train, supervise and evaluate the performance of assigned staff.
Work independently with little direction.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Plan and organize work.
Analyze situations accurately and adopt an effective course of action.
Prepare and maintain records and reports related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in computer science, management information systems or related field and three years experience in mainframe, network, cybersecurity, and personal computer operations, maintenance, installation and repair.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.
Lifting, carrying, pushing or pulling moderately heavy computer equipment.