

BRANCBURG TOWNSHIP SCHOOL DISTRICT  
Branchburg, New Jersey

JOB DESCRIPTION

**Job Title:** Network & Systems Manager - Cyber Security Lead  
**Reports To:** Director of Technology  
**Contract Terms:** 12 Month Individual Contract, Benefits Eligible

**Job Goal:** The Network & Systems Manager - Cybersecurity Lead provides technical expertise in the administration of all IT systems and network infrastructure. They are responsible for the planning and managing of all major IT infrastructure projects. During a cyber security incident, this position is the IT incident coordinator as well as the technical point of contact for the Incident Response.

**Qualifications:**

- Degree in related field or equivalent combination of work experience and technical training
- Minimum of 5 years experience in Systems or Network Administration or related field
- Strong organization and interpersonal skills
- Working knowledge of building operational technologies
- Knowledge of system and network security best practices
- Knowledge of network and routing protocols and configuration
- Knowledge of system administration with various hypervisor, cloud, and bare metal operating systems
- Dependable and flexible when necessary
- Strong desire to be part of a team and works well with others
- Prior experience working in education preferred

**Skills:**

- Skills in systems and network analysis/security
- Well-developed and refined analytical and problem-solving skills
- Ability to merge and reconcile medium size data sets (<10,000)
- Can implement, configure, and maintain network infrastructure devices
- Experienced in administering Active Directory, ADFS, Google and secure data transfers
- Experienced administering a Windows 10/11 and Chromebook workstation environment
- Experience managing Student Information Systems
- Experience with the administration of backup systems and imaging software
- Experience with server installation, configuration, administration, monitoring and analysis

**Supervises:** Network and/or System Administrators  
Network Technicians  
Helpdesk/PC Technicians

**Performance Responsibilities:**

Operations:

- Responsible for the smooth operation of the systems and network infrastructure
- Coordinates response to overnight network and system issues
- Research and evaluate emerging and innovative technologies and make

- recommendations for future upgrades or new systems
- Ensures that network communications and systems are available at all times during working hours, planning expected downtimes for off-hours
- Approves software and hardware requests
- Researches new technologies and contacts vendors for budget planning and purchasing purposes
- Ensures accurate and detailed auditing and asset tracking of users

#### Help Desk Operations:

- Delegates and assigns tickets as needed
- Supervises timely response and resolution of requests
- Provides Level III support and assistance to the helpdesk
- Configures helpdesk automation and reporting

#### Network:

- Manages LAN/WLAN/WAN/VPN/Internet/Telecom connectivity
- Provides continuous network evolution by researching, designing, and planning the implementation of major network upgrades
- Designs, implements, and maintains a secure and reliable remote access solution for remote users
- Oversees all network hardware configuration and implementation
- Provides technical expertise in IP troubleshooting and diagnosis
- Coordinates the response to major network disruptions
- Provides training and support to the Network Administrator/Technician(s)
- Ensures there is always an up to date network topology diagram with high detail
- Composes and maintains network operation procedures as needed
- Maintains and plans for replacement of UPS battery backup systems and components

#### Cybersecurity:

- Creates, maintains, and implements Cybersecurity Recovery Plans
- Develops district IT security guidelines and policies
- Works towards compliance of NIST/CISA cybersecurity frameworks
- Researches and suggests new and effective products that would benefit the district's security
- Ensures and maintains a multi-factor authentication protection implementation
- Ensures the application and configuration of network security controls including 802.1x, network and endpoint firewalls, and transmission encryption
- Ensure secure network segmentation and access policies for restricted resources
- Implements and maintains network, storage, and PKI encryption
- Manages employee cybersecurity audit and training systems
- Continuously monitors the security posture of the district from both internal and external threat actors
- Oversees and manages the remediation of third-party security analyses and penetration tests
- Leads the organization's IT efforts following a cyber-incident

#### Systems:

- Manages DHCP, DNS, EDR, and Firewall configuration
- Maintains SAN/datacenter hypervisor operating systems and configurations and plans for future upgrades
- Supervises administration of district databases
- Implements and maintains a flexible automated software installation infrastructure

- Manages IP video solutions including video surveillance, streaming solutions and distribution
- Supervises administration of Active Directory, ADFS, ADCA and connection integrations
- Implements and maintains a reliable workstation imaging system
- Audits and remediates file share permission misconfigurations
- Creates and maintains SSO connections between various systems using technologies such as SAML, LTI, and OAuth
- Implements and maintains mobile device management systems
- Supervises and implements content filtering solutions
- Oversees administration of hybrid datacenter environment
- Creates and maintains system diagrams for documentation and design purposes
- Implements and maintains automated user account provisioning systems
- Ensures compliance with state reporting requirements
- Oversees rostering and SSO implementations
- Manages secure data transfers in and out of district network systems
- Ensure compliance with COPPA and FERPA regulations
- Tests and retains district data backup in compliance with state and federal data retention regulations
- Provide high level support for the SIS regarding import/exports, custom report creation, report card configuration and parent/student/staff access control

Physical Demands:

- The position involves using a keyboard and mouse while viewing a computer display for up to 3.5 hours at a time.
- It is often necessary to drive and visit various district properties to inspect and manage IT infrastructure, this occasionally involves navigating through tight and delicate spaces involving crouching and kneeling for extended periods
- Occasional usage of ladders to access areas up to 15 ft high is necessary
- The employee is regularly required to lift/move 15lbs, occasionally required to lift/move 30lbs, and is sparsely required to lift/move 50lbs

Resource:

- Works in close cooperation with the Director of Technology and reports on project progress, and matters of concern
- Provides technical support and training as needed to all department employees
- Acts as the district technical liaison

**Evaluation**

- In accordance with state regulations and Board of Education policy

**Board of Education Approved: April 11, 2024**