

# **DOUGLAS COUNTY SCHOOL DISTRICT**

## **Position Title: Network Manager**

Reports to: Technology Services Director; Information & Technology Services

### **POSITION SUMMARY**

Manage the District-wide voice, data, video and telecommunications network system.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Q 10% Collaborate with District stakeholders for input toward planning and implementing network systems that align with BOE Goals & Executive Limitations, as well as business support operations.
- D 10% Develop and monitor standards for system infrastructure to insure performance, reliability, and connectivity within the TCP/IP WAN environment.
- D 30% Manage resources for the effective maintenance of the telecommunications infrastructure to include scheduling downtime for preventive maintenance and required upgrades.
- D 15% Directs human resources activities for network services staff: hires/mentors/disciplines/terminates; ensures professional development; conducts evaluations.
- D 10% Evaluate all work requests related to network impacts and infrastructure changes; identify feasibility in terms of cost, timeframes, and required support.
- A 10% Provides network expertise for technology projects, insuring cost and timeframe compliance.
- M 10% Develop and maintain long-range plans for ITS Technical Services Department and the necessary capital expenditures for critical systems, as they require upgrade or replacement.
- M 2% Prepares annual District network budget; periodically review/analyze budget expenditures; ensure fiscal compliance.
- 3% Performs other related duties as assigned or requested.

### **MINIMUM EDUCATION OR FORMAL TRAINING**

Bachelor's Degree in Computer Sciences, Management Information Systems, or equivalent experience and training.

### **MINIMUM EXPERIENCE**

Seven years experience designing, costing, implementing and maintaining voice, data, video and telecommunications systems.

Demonstrated experience with three-tier computer architecture, utilizing various infrastructure components and technologies.

Experience in all phases of document and data archive, retrieval, transport and retention desirable.

Advanced experience in project management, including budget oversight.

## **SKILL REQUIREMENTS**

Working knowledge of multi-platform computing across local and wide-area networks utilizing TCP/IP protocol with converged voice and data utilizing T1, OC3, OC12 and frame relay leased media.

Excellent verbal and written communication skills

Strong organization, analytical, and prioritizing skills

## **GENERAL EXPECTATIONS**

Has a customer-service orientation.

Able to work under high stress conditions, including frequent emergency technology service requests requiring over time commitments.

Able to keep current with evolving technologies applicable to a K-12 school environment.

Able to work cooperatively with administrators and co-workers.

Able to understand and follow complex oral and written instructions.

Able to effectively communicate with the school district community.

Maintain a generally positive attitude.

Observe all District policies and procedures.

## **LICENSES OR CERTIFICATION**

◆ Certification in CCNA.

◆ Valid Colorado Driver's License

**ESSENTIAL ENVIRONMENTAL DEMANDS** - Mostly clean and comfortable.

## **ESSENTIAL PHYSICAL REQUIREMENTS**

Daily travel throughout 900 sq mi school district, requiring personal vehicle.

Occasional lifting of up to eighty (80) pounds.

Frequent bending, stooping, walking, crawling, standing, kneeling, squatting, reaching, and sitting.

**SUPERVISORY DUTIES** – Provides supervision to seven or more Technology Services staff.

**WAGE SCHEDULE** – Prof/Tech Range 4

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.