

Title: Director of Network Services

Department: Information Technology

Division: Planning & Information Management

Job Open Date: 11-01-11

Job End Date: Until position is filled

Salary Range: \$40,000 - \$45,000

Hours: 40

Position Type: Full Time (Grant Funded)

Position Schedule: 8 a.m. - 5 p.m. (Some extended hours may be required)

Months: 12

Duties and Responsibilities:

- Serve as primary administrator for primary network assets to insure consistent, quality operations and support of all data and core business infrastructure including Cisco LAN/WAN, core systems such as database and messaging servers, backbone fiber/cable, wireless, etc.
- Work with the CTO to conduct assessments, preserve the security/stability, specify design changes, upgrades and enhancements at the main campus and four off-campus locations.
- Provide timely, appropriate support/guidance to the Manager of User Support Services insuring a stable, reliable campus computing environment for students, faculty and staff.
- Certify and update technical skills to remain current with industry standards, cross train with select members of IT; conduct training and orientation for employees.
- Observe and enforce college/division/department policies, “Best Practice” industry-standard methods and defined procedures except where the supervisory chain establishes a need for adjustment.
- Promote and preserve a positive, team-oriented work environment with an emphasis on timely and appropriate communication, work ethic and mutual respect.
- Serve as a member of the Technology Planning Committee and the Strategic Planning Council.
- Other duties as assigned by the immediate supervision.

PHYSICAL DEMANDS

A qualified candidate must: occasionally lift and carry (up to) 50 lbs items up flights of stairs; scale heights on ladders, working overhead for extended periods on wiring installations; operate college vehicles and light construction tools and equipment.

EDUCATION

A B.S. in Computer Science or equivalent training, supervision and experience is required.

MINIMUM QUALIFICATIONS

The qualified employee must have: a minimum of 4 years successful, full-time work in network and server management mandatory; a minimum 4 year college degree in a related major; successful supervisory and administrative experience; strong skills in scripting/programming/database management; technical training/certification; excellent communication skills; knowledge of technology in higher education of benefit.