



Position Title:	Director, Campus Network Services	Job Code:	0374-00E
Reports To:	Chief Information Officer	Job Group:	PEC
Department:	Campus Network Services	Salary Grade:	17
Prepared By/Date:	Jennifer C. Brito/5-8-2009	FLSA Status:	Exempt
Approved By/Date:	Isabel Hernandez/7-19-2010		
Revised:	Jennifer C. Brito/7-29-2010		

Summary:

The Director, Campus Network Services is part of a Campus team responsible for delivery of academic, administrative, student support, and computer services such as monitoring the adherence to standards in the purchasing of hardware/software, working with Campus personnel, and selecting and upgrading appropriate hardware/software operation and maintenance needs.

Essential Duties and Responsibilities:

- Supervises a team of Network Professionals involved in development, implementation and manipulation of new and pre-existing systems.
- Managing the department's operational budget and represents the campus on various college-wide committees, working with college leadership to establish college networking standards.
- Develops recommendations for purchase of hardware/software and networking technology that will link a variety of computer systems such as, Novell and NT servers to communications servers.
- Oversees the training of personnel and scheduling of daily operations as well as coordinating services with other College departments (Telecommunications, District Computer Operations, College Network Services, and other Campus Departments) as necessary.
- Supervises all support services throughout the Campus for users and the information technology infrastructure with focus on user satisfaction.
- Analyzes, troubleshoots and implements corrective measures to maintain services for a campus.
- Consults with administrators, supporting staff and faculty to assess individual and departmental Campus Network Services' needs and to design efficient, effective responses to meet them.
- Performs related duties as required or deemed appropriate to accomplish assigned duties.

Knowledge, Skills and Abilities:

- Knowledge of managing and providing expertise in the installation and support of networks, workstations, and software products.
- Thorough knowledge of operating systems and application software.
- Skilled with technical hardware and operating systems.
- Skilled with instructional technology, research computing and distributed client/server administrative systems.
- Ability to specify, plan and manage projects.
- Ability to communicate effectively, orally and in writing, with a variety of users (administrative, academic, support personnel).
- Ability to understand and clearly relate to other members of the organization, technical manuals, software specifications and general methods of network operations and security.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports and legal documents.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree in Computer Science or Information Technologies ore related field. Minimum of seven (7) years’ experience includes two (2) years of management experience or the equivalent combination of education and experience.
- Experience in managing and providing expertise in deployment, installation, and support of network devices, including PC and MAC workstations, and software products.
- Expertise with technical hardware, and demonstrated ability to specify, plan, and manage application projects.
- Experience with instructional technology, research computing, and distributed client/server administrative, academic, and support personnel.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name