



Position Title: Manager, Communications Systems
Reports To: Associate Vice Provost, Enterprise Operations
Department: Information Technology
Prepared By/Date: Donna French/11-02-2011
Approved By/Date: Bill Dickhaus/11-02-2011
Revised:

Job Code: 0397-00E
Job Group: PEC
Salary Grade: 17
FLSA Status: Exempt

Summary:

This position is responsible for managing the Communications Systems and Infrastructure Services groups in the Information Technology department.

Essential Duties and Responsibilities:

- Supervises the Communications Systems and Infrastructure Services groups
- Works with other managers in the planning, installation and maintenance of communication systems
- Provides technical support to staff solving problems encountered in the field
- Provides operational leadership and project management oversight
- Oversees the physical plant for communications at the College
- Oversees activities of outside contractors to ensure that contract terms are timely fulfilled
- Supervises the maintenance of documentation for changes to the infrastructure
- Coordinates the preparations of the computer center site as it relates to electrical requirements, floor space and other environmental needs
- Provides routine management reports
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge and understanding of College organization, goals and objectives, and policies and procedures
- Knowledge of related voice, data, and video networking technologies
- Familiar with EIA/TIA and BICSI standards
- Proficient written and oral communication skills
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community
- Ability to effectively present information to top management, IT personnel, and District organizations
- Strong project management skills with the ability to ensure completion of department initiatives and recommendations
- Ability to carry out supervisory responsibilities in accordance with the College's policies and applicable laws
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to work well 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 stand 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 walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

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.

- Master's degree in Computer Systems or related field and four (4) years of related experience; or Bachelor's degree in Computer Systems or related field and eight (8) years of related experience

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name