

SCHOOL DISTRICT OF ALACHUA COUNTY

MANAGER -- DATA COMMUNICATIONS

JOB DESCRIPTION

JOB CODE:	650320	BARGAINING UNIT ELIGIBILITY:	No
FLSA:	Exempt	PAY GRADE:	30
		SALARY SCHEDULE:	Professional/Technical

QUALIFICATIONS:

- (1) Bachelors degree with an emphasis in computer science from an approved accredited educational institution and three (3) years responsible experience in LAN/WAN activities, including two years at the supervisory level; or
- (2) High School Diploma or GED and seven (7) years equivalent successful experience.
- (3) Valid Florida Driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to design, install, configure and manage the hardware and software necessary to maintain the District's computer networks. Extensive troubleshooting skills to provide accurate and fast network repairs utilizing a variety of tools. Strong communication skills are required to work with a variety of individuals with differing network knowledge such as teachers, principals, technicians, engineers, vendors, contractors, and service providers. Ability to work under pressure with minimum supervision on several projects simultaneously. Strong project management skills required to provide timely support as well as installations. Ability to coordinate other network technicians and interns. Familiarity with many PC/Mac operating systems and network server operating systems including Windows, OS, and Unix. Advanced knowledge of TCP/IP protocol standards.

REPORTS TO:

Work-Site Supervisor

JOB GOAL

To develop and maintain the district Wide Area, Local Area, CATV and Surveillance camera networks.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- *(1) Provide technical support for the operation of all local area, CATV and Surveillance camera networks.
- *(2) Monitor network utilization and performance and make adjustments as the District's needs change.
- *(3) Provide recommendations for local area networks, related hardware and software and general system enhancements.

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- *(4) Configure all network switches and other related equipment.
- *(5) Troubleshoot multi-protocol networks using network analyzers and other diagnostic equipment.
- *(6) Assist the Helpdesk with network-related service calls.
- *(7) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current technologies.
- *(8) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- *(9) Assist in implementing the district's goals and strategic commitment.
- *(10) Set high standards and expectations and promote professional growth for self and others.
- *(11) Adhere to applicable safety standards.
- *(12) Attend all staff meetings and workshops.
- *(13) Assist with maintaining a clean and orderly environment.
- *(14) Be knowledgeable of and adhere to Board policies and departmental procedures.
- *(15) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- *(16) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- *(17) Demonstrate initiative in the performance of assigned responsibilities.
- *(18) Demonstrate support for the school district and its goals and priorities.
- *(19) Exhibit interpersonal skills to work as an effective team member.
- *(20) Follow attendance, punctuality and proper dress rules.
- *(21) Maintain confidentiality regarding school/workplace matters.
- *(22) Maintain expertise in assigned areas.
- *(23) Manage time efficiently.
- *(24) Model and maintain high ethical standards.
- *(25) Participate in cross-training activities as required.
- *(26) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(27) Prepare all required reports and maintain updated and accurate records.
- *(28) Respond to inquiries and concerns in a timely manner.
- *(29) Represent the District in a positive and professional manner.
- *(30) Perform other duties as assigned.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

MANAGER -- DATA COMMUNICATIONS (Continued)

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 12

Adopted 8/2/11

Administrative Revisions/Superintendent Approval 2-27-12