

Date: January 27, 2010
From: Human Resources
Subject: Vacancy—Job #7412122390 (226 Days)
Manager - Wide Area Network
Network Services
(If you previously applied, need not reapply)

QUALIFICATIONS

- Bachelor's degree in Computer Science, Information Systems or a directly related field preferred
- Eight years of directly related experience including five years of supervisory experience
- Knowledge of wide and local area network architecture
- Strong knowledge of computers and related technology
- Strong knowledge of infrastructure requirements and components of wide and local area networks and network operating system
- Organizational, communication, management, budgeting, and interpersonal skills required to achieve the goals of the position
- Knowledge of wide and local area network principles, practices, protocols and diagnostic tools
- Ability to coordinate and cooperate with departments within and outside of IT to ensure excellent customer service
- Ability to develop tactical plans supporting departmental goals and Dallas ISD mission to serve the instructional needs of our student

BASIC FUNCTIONS

- Manage, plan, organize, and oversee projects related to the design, development, enhancement, and implementation of the district's wide area network (WAN) including network servers, hubs, routers, workstations, and other peripheral devices
- Assist in the installation and configuration of wide area network servers for email, Internet, and Proxy services
- Oversee the operation and maintenance of the wide area network including the tracking of significant problems, monitoring or performance, and installation of upgrades to hardware and software
- Oversee the installations and modifications of networked computer hardware, software, and other components
- Ensure network security including the maintenance of current anti-virus, anti-spam, and content filtering technologies
- Develop district standards for network technology, design, configuration, security, and maintenance
- Establish and implement short and long-range department goals, objectives, policies, and operating procedures; monitor and evaluate network effectiveness; and implement changes required for improvement
- Ensure the training of technical staff and users in proper operating procedures necessary to maintain the integrity of the network
- Ensure the maintenance of documentation regarding network configuration, operating procedures, and service record related to network hardware and software
- Develop and maintain effective working relationships with peers, subordinates, supervisors, vendor representatives, and other internal and external contacts
- Develop user feedback systems to measure user satisfaction with products, services, and support
- Keep abreast of current and emerging technologies and disseminate information to appropriate staff and district personnel
- Develop and manage the departmental budget including oversight and expense approval
- Supervise the activities of the department in accordance with the district's policies and applicable laws; responsibilities include interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; and coaching, motivating, leading and mentoring staff to accomplish goals and objectives
- Perform all other tasks and duties as assigned

Minimum
\$50,000

Midpoint
\$68,500

Maximum
\$87,000

Selected individuals for Dallas Independent School District positions will be placed according to compensation guidelines. A campus-based employee may not assume a new position for which he/she was selected based upon the posting process until the end of the current semester, unless approved by the executive director – Human Resources.

Email resume and cover letter specifying particular position and posting # to:

centralresumes@dallasisd.org Word Format Only

Application Deadline: February 10, 2010 by 4:30 p.m.

A security check and disclosure of family relationship information is required for all positions.

No telephone calls please.

EQUAL OPPORTUNITY EMPLOYER M/F/H