

## ORANGE UNIFIED SCHOOL DISTRICT

### **ASSISTANT DIRECTOR, NETWORK AND SYSTEMS**

#### **DEFINITION**

Under the direction of Technology Administration, ensures the smooth and effective operation of the extended information technology infrastructure for all district facilities; works closely with department staff and senior management to help IT deliver strategic benefits to the business side of the District and educational benefits of the students; provides leadership and direction for network technology and technical services; coordinates work with user departments and other information technology units. Perform the role of the primary point of contact and liaison for Network and Systems implementations, troubleshooting, and customer relationship management. Build, support, and cultivate a skilled staff capable of meeting the needs of the district's network and systems demands.

#### **ESSENTIAL DUTIES**

- Provides leadership and direction in technology planning, equipment acquisition, deployment, and support.
- Promote a positive work environment and cultivate culture amongst team members.
- Oversee the implementation and operation of Business Systems such as Financial, Human Resources, and Student Information Systems.
- Communicate with departments, external stakeholders, and vendors to facilitate the successful implementation of projects or resolve issues.
- Plans, schedules, coordinates, and supervises personnel engaged in network design, installation, and maintenance.
- Participates in the development and implementation of District and department technology goals, priorities, standards, and procedures.
- Coordinates work with user departments and other IT units.
- Supervises and evaluates the system and network support staff for performance review and advancement.
- Determines the level and nature of specialized training required to keep staff current with emerging technologies; implements training as appropriate.
- Makes recommendations for department-level positions.
- Prepares bid requests, evaluates proposals, and oversees vendor contracts.
- Assists in the preparation and oversight of departmental budgets.
- Keeps current with network security trends and technological developments
- Performs other duties as assigned.

#### **QUALIFICATIONS**

##### Knowledge of:

- Network server operating systems
- Workstation hardware and software
- Procedures and techniques for ongoing maintenance and support of computer users
- Wide area network technologies including routers, video monitoring, and telephone systems
- Local area network technologies including wiring, hubs, and switches
- Emerging trends in networking as it applies to educational technology

##### Ability to:

- Coordinate and direct network design, implementation, maintenance, and troubleshooting

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- Communicate clearly and concisely, orally and in writing; incorporate new technology into future hardware and network service delivery plans
- Work with vendors and other third parties to coordinate installations, solve problems, and complete projects
- Communicate with multiple stakeholder groups

**EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Minimum of five years' progressively responsible experience in the areas of systems engineering, networking, communications, and operating systems.

Education:

Equivalent to four years of college coursework in information technology or a Bachelor's degree in either information technology or a closely related field. Cisco Certified Network Associate (CCNA) certification or equivalent preferred.

**OTHER REQUIREMENTS**

License

Possess a valid California Motor Vehicle operator's license.

Condition of Employment

Insurability by the District's liability insurance carrier.

Other

May be required to use a personal vehicle in the course of employment.