

IT Technical Job Classification

IT Job Title: Director of Networking & Telecomm

State Job Title:

Classification: C510

Pay Grade:

Job Summary

Responsible for the daily operation of the Networking and Telecommunications. Determines priorities and directs the supervision of his or her staff. Is the primary point of contact for external contractors and vendors in both Telecomm and Network Servers. Develops policies and procedures for his or her section.

Essential Duties:

- Analyzes customer service needs and current delivery systems.
- Plans and recommends enhanced local area networks, network operating systems and servers.
- Coordinates and interfaces with external vendors on service contracts and installation of new equipment
- Supervises and manages the Network & Telecomm staff
- Reviews reports on service calls and recommends changes in priorities where needed
- Maintains a plan for improvements and keeping the infrastructure at the state of the art
- Sets operating goals for his or her department
- Determines the operating budget for his or her department
- Holds staff meetings with his or her project managers to determine accomplishments and priorities
- Maintains a liaison with department heads to determine the quality of work for his or her department
- Maintains documentation of Networks and Telecomm physical plant.
- Maintains the state of the art knowledge of both telecomm and Networks
- Oversees the record keeping for charging back telecomm service where required
- Performs other duties as required

Education

This is a management position and requires a bachelor's degree but a master's degree in Computer Science or related field is required.

Experience

Requires a minimum of 5 years of experience working experience in the maintenance of hardware and software Routers and Servers as well as telecomm switches. . Thorough knowledge of UNIX and /or Linux is desirable. Knowledge of state of the art trends in Computing, storage and system architecture is required.

Leadership

Direction supervision and evaluation of subordinates, including the hiring and termination and discipline or functional guidance and or project leadership over exempt employees is a must.