



# DIRECTOR – INFORMATION TECHNOLOGY

## SUMMARY/SCOPE/GOAL

To provide leadership and technical expertise in the development and execution of strategic and tactical plans surrounding the operations, planning, engineering, design, and resource allocation for the District's telecommunications and network operations.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- Bachelor's degree in Information Technology, Industrial Technology, or related technical field.
- Eight (8) years successful experience in LAN/WAN administration of a large enterprise, to include five (5) years' experience in network design and analysis.
- Five (5) years successful experience in the supervision of network/IT staff.

#### PREFERRED/DESIRED:

### CERTIFICATIONS AND LICENSES:

#### REQUIRED:

- Valid State Driver's License

#### PREFERRED/DESIRED:

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Analyze, plan, design, implement, and maintain network architecture (LAN and WAN) in a converged data, voice, and video environment.
2. Ensure successful implementation of high-stake computer-based testing (CBT).
3. Collaborate with Capital Projects Manager, Facilities Department, and vendors/consultants regarding capital projects and infrastructure projects in the planning, design, standards and construction of data, voice, and video network projects.
4. Manage project implementation and provide updates to various levels of the District.
5. Develop budget and provide forecast for all network related activities.
6. Provide technical guidance to departments and sites.
7. Review contracts to ensure compliance with Board policy.
8. Coordinate effective use of assigned personnel, to include manpower allocations, interviewing, and selection.
9. Develop annual goals and objectives for assigned areas of responsibility.
10. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services, and evaluation of services provided.
11. Facilitate the application of Change Management processes and assure that each change to the enterprise is approved, documented, and completed.
12. Maintain the security infrastructure to ensure the integrity of data information as it applies to local, state, federal and School Board laws and guidelines.

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13. Ensures all District-wide network related incidents, work orders, and service requires are completed.
14. Confer with school administrators, school technology specialist, and other school personnel on matters concerning information technology and automation.
15. Prepare district standards, specifications, and bid packages for the acquisition of equipment, software, and services; evaluate related bids and proposals.
16. Prepare status reports, personnel reviews, and other management reports as required.
17. Manage a staff of District-based and school-/site-based employees.
18. Develop and maintain effective business relationships with staff, administrators, customers, and vendors.

### **OTHER DUTIES:**

Provide outstanding customer service and use positive interpersonal communications skills. Make all decisions and perform all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensure compliance with Board rules and applicable federal laws and regulations.

## **KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE**

### **JOB RELATED:**

Considerable knowledge of WAN technologies (to include WAN/LAN connectivity) and network technologies, to include Cisco router, switch, and Wi-Fi setup and configuration; and infrastructure components that include structured cabling (fiber, UTP cabling, patch panel, data port termination). Vast network management and troubleshooting skills. Knowledge of the operating characteristics, capabilities, and limitations of networking equipment, servers and computers, network operation systems – such as Windows OS and Microsoft Active Directory. Knowledge of network and systems' security to include Cisco Firewall and Intrusion Prevention Systems, Cisco Catalyst devices, VPNs, and vLANs. Knowledge of project design concepts for data, voice, and video network systems. Ability to present projects and ideas clearly and concisely, both orally and in written form. Ability to provide leadership and to establish & maintain effective working relationships with subordinates, officials, school staff, department staff, and vendors.

### **GENERAL:**

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

### **EQUIPMENT:**

Interpret technology policy and establish methods and procedures for acquiring, installing, testing, operating, or repairing machinery or technology systems.

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

**PHYSICAL REQUIREMENTS:**

**(L) LIGHT WORK**

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

**POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

May include conditions of small, enclosed, or partially enclosed areas, dust, dirt, fumes, odors, respiratory irritants, chemicals, inks, developers, mechanical hazards, moderate and repetitive noise, and static electricity.

**TRAVEL:**

Travel between sites occasionally. Travel out of county rarely.

**FOR HR USE ONLY:**

<b>DIVISION:</b>	Educational Technology	<b>DEPARTMENT:</b>	Information Systems Services
<b>TITLE CODE:</b>	D0208	<b>CONTENT BY:</b>	Assistant Superintendent, Educational Technology
<b>GRADE:</b>	29	<b>COMPENSATION:</b>	Human Resources
<b>UNIT:</b>	NB	<b>LABOR RELATIONS:</b>	Karyle Green, Ed.D.
<b>LAST BOARD APVD:</b>	02/09/2016	<b>CLASSIFICATION:</b>	Beth Thedy, Ed.D.
<b>SCHEDULE:</b>	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	04/28/15	Initial Release	Educational Technology
1.1	12/15/15	REVISED	Educational Technology
2.0	02/09/16	REVISED	Educational Technology
2.1	07/01/20	REVISED: New format	Human Resources
2.2	12/6/2021	Updated physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.