

TEXAS STATE TECHNICAL COLLEGE JOB DESCRIPTION

Title: Director of Network and Telecommunication Services	Effective Date: 11-18-96
Reports To: Vice President Administrative Services	Revision Date: 01-30-04
Position Code: DNTS	Pay Grade: H
Department: Network and Telecommunication Services	FLSA: Exempt
EEO Type: PR	ORP Elig: Y

A. General Description:

The Director of Network and Telecommunication Services shall, under the direction of the Vice President Administrative Services. Performs highly advanced managerial work providing direction and guidance in strategic operations and planning for the Network and Telecommunications Services Department. Work involves establishing the strategic plans and goals and objectives; developing policies; reviewing guidelines, procedures, rules, and regulations, establishing priorities, standards, and measurement tools for determining progress in meeting goals; coordinating and evaluating department and project activities; and reviewing and approving budgets. Plans, assigns and supervises the work of others. Works under minimal direction with extensive latitude for the use of initiative and independent judgment.

The Director position is also assigned the title of Information Resources Manager for the College and assumes those duties established by the State and directed by TSTC policy.

B. Duties and Responsibilities:

a. Essential Functions

Directs activities of information systems and technology staff.

Provides direction, guidance, and assistance.

Establishes goals, and objectives that support overall institutional information technology strategies; plans, develops, and approves schedules, priorities, and standards for achieving goals; and directs evaluation activities.

Plans, develops, implements, coordinates, monitors, and evaluates information resources policies.

Plans, assigns, and supervises the work of others.

Reviews guidelines, procedures, rules and regulations; and monitors compliance.

Reviews and approves management, productivity, and financial reports and studies.

Reviews results of special investigations, internal audits, research studies, forecasts, and modeling exercises to provide direction and guidance.

Reviews budgets and provides approvals as appropriate.

Develops and implements techniques for evaluating information technology initiatives and activities.

Develops goals and objectives consistent with the agency strategic plan.

Identifies the need to revise program area(s).

Represents the agency at business meetings, hearings, conferences, and seminars or on boards, panels and committees.

Provides information resources standards and specifications.

Submits monthly and yearly information resources reports.

Monitors and coordinates staff activities for Network and Telecommunication Services.

Performs related work as assigned.

C. Working Conditions:

Sedentary: Desk work; occasional field trips e.g. for College or program activities. Insignificant effort other than normal movement. Minimal Hazard/Exposure: Standard office setting. At least minimal environmental controls to assure health and comfort.

D. Required Qualifications:

Ability to communicate and work well with people from different academic and administrative disciplines who have varying degrees of technical experience and knowledge.

Ability to work concurrently on multiple projects, adjusting to occasional changes in priorities, and responding effectively and efficiently in emergency situations

Ability to learn and adopt new technologies quickly and seamlessly

Proven project/program management skills

Experience with current industry technologies including, but not limited to: LAN, WAN, wireless systems, video conferencing, fiber optics, dial-up modems, large platform switches, T1, T3, DS3, CAT5, OC3, DSL, hubs, routers, TCP/IP, Cabletron Layer 3 switches, Cisco routers and switches, DNS, DHCP, Microsoft Windows 95, 98, NT 4.0, 2000, and

Exchange, Novell Netware 4.x, 5.x, and GroupWise, Solaris, Linux, etc.

Experience in supervising information resources support staff, including recruiting and developing competent staff, evaluating staff, and building a team.

Excellent oral and written communication skills.

E. Minimum Requirements of Education and Experience:

Associate's degree in an appropriate field from an accredited college or university, making a commitment to further undergraduate study.

Bachelor's degree in a related field from an accredited college or university is preferred.

Three or more years of related experience required.

Approved _____
Supervisor