

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

DIRECTOR II – TECHNICAL RESOURCES

Reference Code: A355

Division: Technology and Information Systems Services

Classification: Professional-Technical

Terms of Employment: Range 43 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position is responsible for the operation of the Clark County School District's Internet, WWW, and InterAct™ systems. This position also serves as consultant and liaison to the District and other divisions and entities for information on networking, emerging technologies, (i.e., Internet, WWW, Telecommunications, and WAN) and their application within the District for the Technology Development Services Department. This position is directly responsible to the Director, Technology and Information Systems Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Operate the District center for Internet (connectivity and filtering), WWW (development and hosting), and InterAct™ services.
2. Implement and manage a system for the maintenance and systematic upgrading of facilities and software necessary in providing Internet, WWW, and InterAct™ services.
3. Implement and manage a system for allowing the research of emerging technologies and their application in conjunction with Technology Development Services.
4. Design, implement, and maintain the District firewall and filtering policies and systems for use with the Internet and WWW systems.
5. Develop and implement procedures for documentation of operational procedures and system configurations.
6. Formulate and develop the District's Internet and InterAct™ disaster recovery procedures and plans.
7. Test, develop, and implement emerging technologies and delivery methods (xDSL, fiber, cable, etc.) to integrate select technologies into existing telecommunications systems.
8. Provide direction and supervision to the personnel operating the technical infrastructure for Internet and InterAct™ services.
9. Plan and administer the operating budget for Internet and InterAct™ services and emerging technology research.
10. Provide and coordinate consultant services for District divisions, central office administrators, and others on emerging technologies, networking, and telecommunications district-wide.
11. Test, develop, and implement interactive multi-media systems for use in an instructional/educational setting.
12. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Ability to direct multiple major projects and initiatives.
2. Success in working with multimedia systems.
3. Ability to respond to customer satisfaction measurements.
4. Ability to coordinate tiered levels of support.
5. Success in designing electronic communities including WWW sites.
6. Ability to create and manage project and departmental budgets.
7. Technical writing proficiency.
8. Possess a high level of self-confidence, initiative, and self-direction.

POSITION REQUIREMENTS:

Education and Training:

1. An earned bachelor's degree from an accredited college or university in computer science, computer engineering, or electrical engineering or currently serving as a professional-technical employee with the Clark County School District.
2. Training and experience in systems engineering.

Licenses and Certifications:

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

1. Satisfactory service in corresponding or related positions or at least five (5) years successful supervisory experience related to the administrative position.
2. Demonstrated success in networking of local area networks (LANs), wide-area networks, (WANs), and telecommunications systems using a variety of computer telecommunications systems, computer architectures, client-server technologies, and Internet protocols and applications.
3. Demonstrated success in the instruction and management of all platforms dominant in the Internet/ InterAct™ and other telecommunications networks.
4. Systems engineering training and experience.

Preferred Qualifications:

1. Ability to communicate clearly in both verbal and written communications.
2. Ability to work cooperatively with school, technology services, and administrative personnel.
3. Ability to utilize and promote the use of participatory management techniques.
4. General knowledge of technology as applied in a school setting.
5. Capable of diplomacy, judgment, leadership, problem solving, and accountability.
6. Strong presentation skills.
7. Demonstrated experience in managing and designing large telecommunications networks.
8. Experience as a technology provider/innovator in a K-12 or higher education institution.
9. Demonstrated experience in team leadership.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.