



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>DIRECTOR - NETWORK SERVICES</u>			
DEPARTMENT/SITE:	Information Technology Department	SALARY SCHEDULE:	Classified Administrators'
		SALARY RANGE:	12
		WORK YEAR:	12 Months (260 Days)
REPORTS TO:	Chief Technology Officer or assigned designee	FLSA:	Exempt

BASIC FUNCTION:

Coordinate, plan, organize, support, and supervise the district's Network Services functions; manage, organize, and maintain the district's wide area, local area, and wireless networks; provide project management for infrastructure installations/upgrades and device deployments; implement and maintain network security and performance monitoring systems; consult and advise District personnel on computer and network related issues; train, supervise, and evaluate the performance of assigned staff. The incumbents in this classification assist in providing students and staff with reliable computer and internet accessibility which directly supports student learning.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Plan, organize, control, and direct the operations of the Network Services team; develop, implement, and evaluate long-range goals for the application of computers and technology in instructional programs and administrative offices; monitor progress toward goal attainment; coordinate technology priorities and manage projects.

Perform a variety of technical duties involved in the design, installation, configuration, and maintenance of wide area networks (WANs), local area networks (LANs), and wireless networks; resolve network-related problems; provide for cabling, network configuration, and server and workstation configuration; set up and troubleshoot as necessary.

Maintain and verify the installation of firewalls and other security measures such as web filtering, intrusion prevention systems (IPS), vulnerability assessment systems, spam filtering, anti-virus systems, email security, and virtual private networks; ensure updates on security protocols, FBI and Department of Homeland Security (DHS) updates, firmware patches, updates, and configuration changes to accommodate a dynamic threat landscape.

Provide development, implementation, management, support, and repair of the District's hardware, software, and telecommunications systems, data networks, networking equipment, and audio/video systems.

Oversee the development of networking services including internet access, email, domain name services, authentication and resource access, IP (internet protocol) addressing, network management and

monitoring systems, and network security systems.

Troubleshoot and resolve hardware and software system problems and malfunctions; perform repairs and adjustments; coordinate computer and network maintenance and repair needs to ensure proper and efficient system operation.

Provide technical support and confer with users concerning the capabilities and operations of computers, network equipment, and peripherals; install equipment for District staff.

Determine technology needs; evaluate potential products and services and ensure compliance with established objectives, priorities, and resources; analyze proposals for technology submitted by various personnel.

Develop, analyze, and review Information Technology bid specifications; manage the acquisition, installation, maintenance, and repair of information and communications technology equipment; review bids for service, installations, or other services as needed.

Develop, organize, and prepare technical documentation, operating policies, procedures, and management-related reports for the District and sites.

Supervise the performance of assigned personnel; interview and select employees and recommend transfer, reassignment, termination, and disciplinary actions.

Communicate with other administrators, personnel, vendors, service providers, and other outside organizations to coordinate activities and programs, resolve issues, and exchange information.

Provide support in planning and implementing professional development activities involving information and communication technologies; design and implement in-service programs to support the integration of technology in the classroom and office; provide leadership and training in optimizing the effectiveness and efficiency of operations through the use of technology.

Attend and conduct a variety of meetings as assigned; attend conferences and workshops to maintain current knowledge of emerging technological trends, development, and applications.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Desktop, laptop, server, and mobile device operations, operating systems, applications, repair, installation, and software.

Project control and management techniques.

Policies, procedures, rules, and regulations of the Information Technology department.

Local area networks, wide area networks, and wireless technologies.

Principles, methods, and problems of operating computers and peripheral equipment.

Principles and practices of supervision, training, and staffing.

Conflict resolution techniques and practices.

Applicable laws, codes, regulations, policies, and procedures.

Interpersonal skills using tact, patience, and courtesy.

Network and computing hardware and software architectures.
Technology-based policies and standards for network/domain environments.
Data security for workstations, servers, and networks.
Wired and wireless network systems, switches, and routers.
Voice over IP, session initiation protocol (SIP), and other related telecommunications technologies.
Principles and techniques of systems and programming work including analysis and design.
Correct English usage, spelling, grammar, and punctuation.
Basic math, including calculations using fractions, percentages, and/or ratios.

ABILITY TO:

Plan, organize, support, and direct the day-to-day Network Services operations and functions.
Coordinate and collaborate on activities within the Information Technology Department.
Consult and advise District personnel on computer-related issues.
Effectively and efficiently analyze, evaluate, modify, and adapt system software enhancements.
Analyze user informational needs and problems, and design clear and logical systems in meeting specific requirements.
Troubleshoot and resolve hardware and software problems and malfunctions.
Interview, select, train, supervise, and evaluate the performance of assigned staff.
Create a positive work environment and support staff in connecting with District and Programs' mission and goals.
Communicate effectively, both orally and in writing, with employees and administrators.
Interpret, explain, and apply rules, regulations, policies, and procedures related to the area of specialty.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Work effectively, both independently and as part of a team.
Plan and organize work.
Prepare narrative and statistical reports.
Anticipate and resolve issues related to resource use and other technical areas.
Maintain confidentiality.
Consider a variety of factors when using equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a bachelor's degree in management information systems, computer science, or related field and five (5) years of relevant, recent, and increasingly responsible experience in support of information systems in a service-based Information Technology department, including at least four (4) years working in a lead/supervisory capacity. Public school experience desired.

LICENSES AND OTHER REQUIREMENTS:

Must possess a valid California driver's license and the ability to maintain qualification for District vehicle insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
School sites, construction sites, and district offices.
Driving a vehicle to conduct work.
Demanding timelines.
Subject to frequent interruptions and daily contact with staff and public.

Weekend (Saturday and Sunday) and night work on an as-needed or on-call basis.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Reaching overhead, above the shoulders, and horizontally.

Lifting and carrying heavy equipment (up to 50 pounds).

Bending at the waist, kneeling, or crouching to install/repair equipment.

HAZARDS:

Traffic hazards

CLEARANCES:

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

PC:08/2022 GB: 09/2022

Revise, Retitle from Manager – Network Services and Reallocate from Range 05 to Range 12, PC: 01/2023 GB: 02/2023

Revised: 11/24 (EH&A / MGT Consulting) / GB: 05/13/2025; PC 03/27/2025