

**CAJON VALLEY UNION SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**CLASS TITLE: DIRECTOR- NETWORK SERVICES**

**BASIC FUNCTION:**

Under the direction of the Chief Technology Officer, coordinate, plan, organize, support and supervise the district's Network Services functions; manage, organize, and maintain district 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.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

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, file 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.

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, e-mail, 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 assure 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 assure compliance with established objectives, priorities and resources; analyze proposals for technology submitted from 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 transfers, 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.

**OTHER DUTIES:**

Perform related duties as assigned.

**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

Oral and written communication skills

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

**ABILITY TO:**

Plan, organize, support and direct the day-to-day Network Services operations and functions  
Coordinate and collaborate 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  
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 independently with minimal direction  
Plan and organize work  
Prepare narrative and statistical reports  
Anticipate and resolve issues related to resource use and other technical areas  
Maintain confidentiality

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in management information systems, computer science or related field and five (5) years of relevant, recent, 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:**

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 ABILITIES:**

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

**CLEARANCES:**

Criminal Justice Fingerprint/Background  
Tuberculosis  
Pre-placement Physical and Drug/Alcohol Screen

New Classification, Range 05 - CVAA Classified Schedule, 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