POSITION DESCRIPTION

POSITION: Director - Network & Telecommunications

LOCATION: Information Technology

REPORTS TO: Chief Information Officer

GRADE: BOE 16

WORK SCHEDULE: 35 hours per week; non-standard

SUPERVISION EXERCISED: May supervise professional, classified and/or student employees as assigned.

BASIC FUNCTION: To plan, organize, direct, control and staff the entire voice/data/video network. To be responsible for the supervision of PBX operations. To plan, understand and keep abreast of the latest technological developments in telecommunications; manage the College's Local Area Network.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Ensure that voice, data and image transmission networks are available and optimized for all College users.

Perform problem tracking and problem solving.

Maintain network documentation, including network maps, circuit layout records, hardware and software documentation manual, inventory of all network components, etc.

Maintain and operate network test equipment including breakout boxes, bit-error rate tester (BERT), data line monitor, multitester, etc.

Install and de-install network components, such as cabling, terminals, modems, multiplexers; updates documentation as well as network management software.

Monitor the status of communications lines and equipment and provide regular reports on circuit utilization, downtime, failure rates, node utilization, network traffic, including telephone traffic, etc.

Maintain databases through use of software such as Network Control Program (NCP), LAT Control Program, and Terminal Server Configuration program.

Act as liaison with network equipment vendors to include trouble calls, service contracts, billing questions, etc.

Acquire communications oriented hardware and software.

Plan, understand and keep abreast of the latest technological developments in telecommunications.

Administer and coordinate the Local Area Networks on campus to ensure inter-operability and effective usage.

Other related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:
Mainframe and personal computer hardware and software, as well as peripherals. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:
This position is not substantially exposed to adverse environmental conditions

QUALIFICATIONS:
Bachelor's degree strongly preferred. Significantly demonstrable experience in telecommunications required. Knowledge of DECnet and VAX/VMX preferred. Strong user support orientation preferred. Experience in user training and documentation development preferred. Strong interpersonal skills and the ability to work effectively and collegially with faculty, administrators, students and colleagues required. Knowledge of communications equipment such as modems, multiplexers, hubs, routers, terminal servers, etc., required. Working knowledge of telephone equipment such as PBX's and station message detail recorders preferred. Working knowledge of telecommunications and electrical test equipment preferred. Training or experience in LAN management and technology preferred. Excellent analytical, organizational and communications skills required. OR, any combination of education and experience which is substantially similar to the above.

CCRI is an Equal Opportunity / Diversity Employer.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor