



Director III, Networking Services

Position Details

Job Code: U7102

Reference Code: A362

Division/Unit: Technology and Information Systems Services

Classification: Professional-Technical

Terms of Employment: [Step 44 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions as the responsible line administrator for the Networking Services Department and supervision of the Telecommunications Services department. The position will oversee all aspects of the districtwide data communications system, to include school (and department) local-area-networks (LANs) (wired and wireless), school supporting servers, wide-area-networks (WANs), telephone and clock/intercom systems, Internet access and the Clark County School District firewall and content filtering systems. This position oversees staff that develop construction specifications for technology, install the equipment, and support the equipment. This position supervises personnel (employees and contracted staff), mostly technical, who provide these services and oversees projects for continuous system refresh (replacing equipment in systems on a five-to-ten year refresh cycle). This position is directly responsible to the Chief Information Officer, Technology and Information Systems Services (TISS) Division, Operational Services Unit (OSU).

Essential Duties and Responsibilities

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

1. Plan, coordinate, and direct the Networking Services staff's activities to design, install, and maintain network systems (i.e., WANs, LANs, school supporting servers, the District Internet connection, firewall, and content filtering).
2. Supervise the Coordinator IV of Telecommunications Services to design, install, and maintain telephone systems, which operate over the District's network, as well as school clock/intercom systems.
3. Provide technical design and engineering support for technology infrastructure/low-voltage planning activities associated with new building construction as well as building modernizations and rehabilitations, to include specifications development, design and submittal reviews, in-progress inspections, and response to request-for-information.
4. Coordinate all network monitoring and response activities for data communications on a 24x7 basis.
5. Coordinate all security monitoring and response activities for the Internet connection, firewall, and web-content filtering systems on a 24x7 basis.
6. Ensure the efficient and trouble-free operation of all data communications equipment.
7. Plan, coordinate, and direct the installation of data communication networks for site-based and districtwide systems with all systems on a continuous refresh schedule based on the equipment life (i.e., five (5) year life cycles).
8. Plan, coordinate, and direct operational support services for all District data communication and computer networks, telephone and clock/intercom systems, connection to the public Internet to include firewall and content filtering services, the District's off-site leased data center, and Home Internet program, which provides in-home broadband services to families.
9. Plan, coordinate, and direct operational support services for the districtwide Microsoft Active Directory environment and related authentication services and Google Workspace for Education ecosystem and email services.
10. Establish technical standards for WAN, LAN, servers, telephones, and clock/intercom systems to which department staff must adhere, providing a districtwide set of standards and support processes.
11. Communicate relevant network control activities with TISS Division management and District leadership who are affected by the performance of the data communications network, telecommunications systems, Microsoft and Google Workplace environments, and the Internet.
12. Participate in the District's Emergency Operations Center representing the TISS Division.

13. Perform email investigations and other legal discovery in support of districtwide employee disciplinary matters, as well as, potential civil and criminal litigation and police investigations.
 14. Manage assigned budgets for both operating and capital expenditures.
 15. Manage the District's E-Rate and related federal programs.
 16. Ensure that all network software and equipment are operating and well maintained.
 17. Supervise technical support, clerical, and contracted staff, as assigned.
 18. Provide support and response for critical District infrastructure 24x7.
 19. Perform other duties related to the position, as assigned.
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Position Expectations

1. Must demonstrate excellent customer service and professional skills and business acumen.
2. Knowledge of District policies and regulations.
3. Detailed knowledge of Technology standards and emerging trends.
4. Possess operational knowledge and theory of operation for WAN, LAN, Wi-Fi, Windows servers, telecommunications systems, clock/intercom systems, broadband technologies such as cable modems, and hotspots, and related protocols and operations
5. Operational knowledge of network monitoring systems and data collection strategies, protocols, and processes.
6. Operational knowledge of Internet services, firewalls, security services, protocols, and processes.
7. Operational knowledge of Microsoft Windows/Active Directory operations.
8. Operational knowledge of Google Workspace operations.
9. Understanding of the construction management process.
10. Skills and understanding of project management practices.
11. Knowledge to plan and monitor budgets and costs.
12. Knowledge of District organizational structure and related personnel.
13. Knowledge of negotiated agreements for Administrators and Support Professionals.
14. Knowledge of personnel management and supervision.
15. Knowledge of cultural diversity within the community as it relates to the affirmative action goals of the District.
16. Knowledge of and ability to integrate District resources with the resources of vendors, integrators, and contractors to provide technology solutions; in the completion of tasks and projects that lead to customer satisfaction;

17. Demonstrated ability to handle multiple major projects and tasks.
 18. Demonstrated ability to create Requests for Proposals (RFP) and Requests for Information (RFI); and in the ability to work with procurement and contract management.
 19. Ability to communicate technical information effectively to both technical and non-technical audiences.
 20. Ability to illustrate project goals and progress to other departments/divisions, and agencies outside the District.
 21. Ability to plan, organize, prioritize, work independently, and create highly professional written work.
 22. Skill in dealing with professionals in the District and the public.
 23. Ability to communicate clearly in both verbal and written communications.
 24. Ability to work cooperatively with school, technical, and administrative personnel.
 25. Capable of diplomacy, judgment, leadership, problem solving, and accountability.
 26. Strong presentation skills.
 27. Ability to respond to customer satisfaction measurements.
 28. Ability to create and manage project, departmental, and capital budgets.
 29. Technical writing proficient.
 30. Possess a high level of self-confidence, initiative, and self-direction.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in computer science, computer technology, or related field with specific coursework in data communications or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

None specified.

Experience

1. Successful service in corresponding or related positions or have previously demonstrated at least five (5) years of successful supervisory experience related to the administrative position.
2. Have previously demonstrated at least five (5) years recent successful leadership experience as an administrator, which may include, but is not limited to: school

- district central office administration, school administration, program evaluation and improvement, business process technology and educational technology.
3. Demonstrated success in providing services in the network, server, telecommunications, and Internet access environments.
 4. Demonstrated success in running large multi-tiered problem response teams.

Preferred Qualifications

1. Experience managing E-Rate or similar federal funding programs.
2. Experience managing large, diverse, and complex technology infrastructure environments and providing customer support 24x7.

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

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 02/10/23
- Created: 12/09/08