

JOB DESCRIPTION

TITLE MANAGER NETWORK INFRASTRUCTURE

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Associate's degree with an emphasis in Computer Information Systems, Computer Science or related field from a two-year college or technical school; or three years related experience and/or training; or equivalent combination of education and experience. Ability to design and install cabling systems. Proficient in the use of test equipment and tools needed to maintain and service all communication and computer related equipment. Working knowledge of wiring Wide Area and Local Area Networks and voice/data wiring required to connect into patch panel designs. Ability to create graphs, charts, etc. using presentation software. Experience in installation, maintenance and repair of microcomputers, mini computers, printers, terminals, word processors and their associated communications equipment. Experience in managing vendors in the area of cabling. Experience in managing people in the area of repair. Experience in working with multiple vendors and departments in the technology infrastructure design and implementation of new district buildings and renovated district buildings.
Language Skills	Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from administrators, employees, and the general public.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra.
Certificate/License	Registered Communications Distribution Designer (RCDD) preferred. HP Self Maintainer Repair (server and desktop) Certification.
Reasoning Ability	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 50 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May occasionally be required to work near mechanical parts with minimal risk for electrical shock. The noise level in the work environment is usually moderate.

REPORTS TO Director of Technology

GENERAL RESPONSIBILITIES

1. Maintains accurate documentation on all district sites data communication infrastructure. Maintains all cabling “as-builts” with a copy in each MDF as well as a designated central location.
2. Designs cabling infrastructure and coordinates with vendors or appropriate district staff the installation of cable systems or modifications on all new construction and renovations.
3. Monitors district data communication infrastructure and determines needs.
4. Acts as liaison on all new construction and renovations in regard to data communications infrastructure.
5. Builds and monitors a budget for cabling.

SPECIFIC RESPONSIBILITIES

1. Interfaces with Facilities Department (and their designee) in the planning, design and implementation of the structured cabling plant.
2. Manages appropriate funds allocated for cabling and computer repair.
3. Maintains all cabling “as-builts” with a copy in each MDF as well as a designated central location.

4. Evaluates requests for cabling to include requests for additional drops, retrofitting old buildings and new construction.
5. Coordinates with Facilities Department and vendor the design and installation of wiring for central panel control of data systems.
6. Coordinates with vendor requests for cabling that cannot be completed with district staff.
7. Attends vendor education classes to remain current on equipment wiring techniques.
8. Trains system support staff on cabling techniques.
9. Provides assistance to all school and department personnel in resolving cabling and issues.
10. Coordinates the installation of cable systems or modifications with the vendors or appropriate district staff.
11. Processes all requests for terminal relocation.
12. Reviews cabling plans for renovation and new construction.
13. Performs other duties as assigned.