

Killeen Independent School District Job Description

Job Title: Director for Network & Security Services
Reports To: Executive Director for Technology Services
FLSA Status: Exempt

SUMMARY

Responsible for planning, management and operations of Killeen ISD's technology infrastructure, data centers, E-Rate related planning and procurement. Leads a team of highly-technical staff and contract professionals. Serves in a key leadership role critical for the successful execution of all facets of Killeen ISD technology infrastructure operations and requires broad and in-depth technical skills and strategic insight into evolving technologies, efficient use of data, mobility, systems security and cost evaluations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Leads the planning and directs the operational maintenance of mission-critical technology systems.

Oversees all Killeen ISD email services, telephone services, Internet services, wired and wireless networks, and other operationally-critical systems.

Manages the design and implementation of critical systems to keep core technical systems operational at all times, through redundancy design and failover.

Continuously evaluates services and delivery methodologies considering speed, uptime and costs.

Directs the planning, procurement and implementation of annual, multi-million dollar E-Rate related equipment and services, ensuring compliance with Killeen ISD policies, E-Rate rules and federal and state laws.

Directly responsible for the planning, budgeting and procurement of all Killeen ISD technology infrastructure.

Participates in hands-on infrastructure planning for all new school construction, additions and remodels.

Stays current with emerging technologies and forecast changing requirements.

Reviews all technology infrastructure requests for proposals and review procurement practices.

Leads and directs reviews and revisions of technology strategies, procedures, policies, standards and routines with senior management across the district.

Directs and prepares assigned department budgets involving general operating, Bond, federal and special funds.

Directs the activities of the assigned departments in accordance with the District's policies and applicable laws.

Manages departmental staffing to include motivating staff to think independently, interviewing, hiring, and training employees, planning, assigning, and directing work; appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

Participates in professional organizations to keep abreast of emerging issues and trends in District programs and services, and disseminate ideas and information to the appropriate district personnel in the efforts to support development of new curriculum.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises the System Operations, Network Operations, Desktop Operations and Audio Visual teams. Carries out supervisory responsibilities in accordance with the district's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS

Strong technical competence and strategic understanding of all facets of data, voice and video networking and communications systems. Extensive experience in evaluating and procuring internet services, telephony services, and emergency band radio systems. Strong knowledge of all applicable E-Rate laws, policies and procedures. Strong knowledge of all facets of data center operations, including, but not limited to client/server applications, server virtualization, security, redundancy, load-balancing and power fail-over. Proven experience designing, implementing and managing key infrastructure systems. Extensive experience working with vendors, suppliers and contractors. Demonstrated excellence in short- and long-term planning and management of very large budgets in a highly-visible, transparent public-sector environment. Demonstrated ability to function effectively with all levels of leadership and staff across the District and the Community. Demonstrated skills and success in staff recruitment, selection, evaluation and management. Strong interpersonal and communication skills as required to achieve the goals of the position.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Information Technology or a directly related field, and 5 years of Industry Information Security experience required.

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 procedure manuals. Ability to effectively present information and respond to questions from vendors, contractors, administrators, principals, and staff.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand, walk, and talk or hear. The employee must regularly lift and carry (up to 44 pounds) and occasionally lift and carry (45 pounds and over). Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus. Requires considerable close up work with computer video displays.

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.

Regular district-wide travel to multiple campuses as assigned. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually quiet.

Revised Date: February 24, 2020

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.