

Gratiot-Isabella RESD Position Description

Position Title:	Director, Network Operations / Technology Coordinator
Department:	MMNET/Technology
Reports To:	Director MMNET
Date:	11-29-06

SUMMARY: Responsible for the overall design, planning, integration and operation of telecommunications systems and services for MMNet and Gratiot-Isabella RESD.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties as assigned*

- Maintain the integrity of the GIRESD and MMNet fiber plant.
- Manage Internet access for cost effective aggregation and utilization of bandwidth.
- Manage the MMNet firewall and all related proxy services which provide secure and filtered Internet access.
- Design, procure, and oversee the installation, configuration, testing, implementation and performance of telecommunication circuits.
- Manage all aspects of the ATM and ethernet data networks including routers and switches.
- Oversee the operation of all Internet services.
- Coordinate the maintenance and operation of the MMNet and EdZone web sites, including the NOC site.
- Continuously monitor servers, services and circuits for reliability and performance.
- Coordinate the operation of the video network including modulators/demodulators, transmitters/receivers, MCU, codecs, classrooms, and external connections (H.320 and H.323)
- Coordinate the operation of all aspects of the EdZone dialin service.
- Support voice services for MMNet and GIRESD
- Coordinate the operations of the 24x7x365 MMNet Network Operations Center.
- Communicate with MMNet board regarding technology costs, needs, status, and planning.
- Actively evaluate and pursue an understanding of new technologies as they relate to MMNet.
- Routinely coordinate with the MMNet Executive Director on budgeting forecast, reviews, and strategic planning.
- Assist with the management of the MMNet technology staff.
- Be available as needed to coordinate or assist staff in problem resolutions.
- Work with clients (Technology Advisory Group and the MMNet Technology Committee) to meet needs both current and future.
- Assist with GIRESD's technology related professional development offerings.
- Provide planning, support and coordination for REMC technology projects
- Manage Windows servers, Novell servers, Unix servers, switches and other related LAN equipment.
- Maintain the GIRESD Blackboard server, including the Oracle database server.
- Coordinate the support for GIRESD computers
- Facilitate the downlinking of satellite teleconferences and H.323 video conferences.
- Coordinate the setup and management of audio, video, and technology equipment for conferences, meetings and workshops
- Provide leadership in technology planning and implementation for the REMC, GIRESD and their customers.

SUPERVISORY RESPONSIBILITIES: Assist in the MMNet Director in the supervision of 5-10 MMNet employees and contracted services.

EDUCATION AND EXPERIENCE: Bachelor's degree or equivalent. Masters degree or working toward a masters degree preferred. Technical certifications as appropriate. Demonstrated administrative expertise managing technical operations and implementing large networks and complex data centers. Three or more years managing video, voice and data networks. Experience working with educators and a demonstrated understanding of education organizations.

TECHNICAL SKILLS: A demonstrated, thorough understanding of

- Networking, including TCP/IP, OSI layers, ATM, fiber optic networks (both single-mode and multi-mode), DSL, 802.11A/B/G/N and ethernet.
- Network operating systems, including Novell, Microsoft and Linux
- Internet services, including HTTP, FTP, SSH, POP3, DNS, and SMTP.
- Specific software, including Apache, MySQL, Squid, IPtables, and Exim
- Programming, including PERL, some basic use of C/C++
- Internet security, including firewall management, virus controls, spam filtering, content filtering, S/DNAT configurations, proxy services, intrusion detection and threat mitigation.
- General A/V equipment, including projection equipment, audio sound systems and multimedia delivery systems.
- Video technologies, including H.323, H.320, satellite systems, analog video delivery systems and distance learning networks.

LANGUAGE SKILLS: Ability to read, analyze, and interpret technical documentation and periodicals. Ability to research technical issues and new technology options using all available resources including the Internet. Ability to clearly communicate through oral presentation, multimedia presentations, written reports and email. Ability to effectively communicate with a wide variety of professionals, including technicians, engineers, administrators, board members, general public, students, teachers and sales people.

MATHEMATICAL SKILLS: 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. Ability to convert and operate between various base number systems, primarily base 2, base 10 and base 16. Ability to gather, analyze and draw conclusions from and/or spot correlations in large data sets (e.g. time samples, logs).

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 regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The position requires meeting deadlines with severe time constraints, interacting with the public and staff, irregular or extended work hours. The employee is responsible for safety, well-being, and work output of others. Must be able to meet demands from several people. Must be able to install both light and heavy equipment to heights of 8

feet. Must be able to work in tight spaces. This position occasionally requires climbing a ladder to access a roof or to access cables above a ceiling.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually quiet. The noise levels in this position varies. When working in the various equipment rooms, noise levels from equipment can be quite high. When visiting a building of a partner or customer, the noise level may be loud.

The information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.) and s not an exhaustive list of the duties performed for this position. Additional duties may be assigned.

Annual Salary = \$85,520.00

Expense Account = \$0.00

Reimbursed Expenses = \$0.00

Supplemental Compensation = \$62.00