

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 0289  
Pay Grade: C09

FLSA: Exempt

**DIRECTOR, NETWORK AND TELECOMMUNICATIONS**

**MAJOR FUNCTION:**

Administrative position to provide leadership and technical expertise in the development and execution of strategic and tactical plans around the operations, daily planning, engineering, design and resource allocations for the District's telecommunications and network operations. To lead by example in all interpersonal and performance aspects of this key role.

**DUTIES AND RESPONSIBILITIES:**

- Responsible for all network operations and service levels for data and voice networking equipment and software including PBX, Electronic Key Systems, mid-range and network processing devices.
- Develops and implements standards, procedures and process for the network operations and telecommunications team.
- Plans and manages the support of new technologies (including wireless), network performance, and reliability.
- Defines and negotiates service level agreements.
- Oversees and coordinates the daily activities of the network and telecommunications operations team.
- Performs a coordination role with enterprise management, vendors and customers.
- Plans for human resources, equipment arrangements, electrical power and cable requirements for telecommunications and information processing equipment.
- Manages updates as it applies to Change Management and assures that each change to the enterprise is approved, documented, and executed.
- Insures all incidents, work orders, and service requests are completed, documented, and communicated based on metrics outlined.
- Insures infrastructure hardware and software is updated according to supporting vendor. These updates provide a stable, salable, and reliable networking and security enterprise.
- Manages the security infrastructure to ensure the integrity of data information as it applies to School Board, State and Federal laws and guidelines.
- Reviews vendor services as they apply to the production environment.
- Coordinates and manages network and security projects.
- Manages project timelines so strategic milestones are achieved.
- Manages Service Level Agreement metrics between internal and external customers.
- Increases job knowledge through training opportunities and self study.
- Mentors and coaches staff members so each individual can achieve career development.
- Supervise assigned personnel, conduct annual performance appraisals and make recommendation for appropriate employment action.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Performs other related duties as required.

## **DIRECTOR NETWORK AND TELECOMMUNICATIONS**

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited college or university in Engineering Technology, Business Administration, or a related field, plus five (5) years professional experience, including two (2) years in a coordinating or supervisory capacity in the area of telecommunications. Eight (8) years of professional experience with the Pinellas County School Board may be considered an equivalent for the Bachelor's degree in Engineering Technology, Business Administration or a related field.

ISSUED: 2/94 DH; BOARD APPROVED: 4/13/94; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED TITLE, PG, MF, D&R: 1/08 AK; BOARD APPROVED: 2/12/08

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this classification, and they are not intended to be construed as an exhaustive list of all duties and responsibilities required of someone in this classification.

**DIRECTOR, NETWORK & TELECOMMUNICATIONS**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds		X			
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van		X			
27. Other physical, mental or visual ability required by the job	X				

Director, Network & Telecommunications - ADM