



Job Description

Job Title: Executive District Director – IT Network Services JTC: AQS

Salary Range: E08 FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for leading all facets of an organization that includes formulation, administration and oversight of plans, policies, budget and regulations based on knowledge of District policies and procedures. Responsible for the management of staff and projects, and generates business plans to accomplish the goals, mission, and vision of the District and organization.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Responsible for the administrative management, strategic planning and execution of the operations of the organization with the ability to sustain the operational financial plan. Develop, review, analyze and implement operational procedures required to effectively manage the day-to-day operations and comply with District policies.

Adheres to high ethical standards with the ability to bring about strategic change, both within and outside the organization to meet organizational targets. The proficiency to lead people to achieve the organizational vision, mission, and goals and to provide an inclusive, diverse workplace that fosters the development of others, teamwork and supports constructive resolution of conflicts.

Establish cooperative working relationships with leaders, staff, internal and external stakeholders while maintaining transparency and accountability. Demonstrated ability to plan and manage organizational growth and balance multiple simultaneous projects. Must possess the ability to make independent decisions when circumstances are warranted.

Excellent detail orientation with time-management skills, including the ability to develop a comprehensive project plan and manage numerous tasks and deadlines. Capable of making decisions that produce high-quality results by applying technical knowledge, analyzing problems and calculating risks.

Excellence in organizational management, with the ability to coach staff, manage and develop high-performance teams, manage a budget and obtain operational targets using outcome measures.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Master's degree plus five (5) years of related work experience including two (2) years of supervisory experience. Official transcripts are required. Must have valid driver's license to travel off site. Work hours may extend beyond the regular, Monday-Friday, 8:00 a.m.-5:00 p.m. workday, including weekends and holidays to provide immediate support due to system failures on a 24/7 basis. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the network architecture, implementation and management of complex system environments residing in multiple data centers and the public cloud. Provides leadership for technology infrastructure used district-wide and related to the centrally managed services, such as LAN/WAN, networking, internet connectivity and the network aspects of IT services.

Responsible for successful completion of projects ranging from small to multi-million dollars in size; requires extensive work with the college IT and other departments and district & college facilities departments. Leads and advises in the creation of requirements for new projects & equipment; supervises the selection and procurement processes. Leads large, district wide network and voice initiatives to maintain the district's ability to deploy innovative applications which require modern, current network infrastructure and VOIP systems.

Responsible for the development, review and certification of all network and voice system back-up and disaster recovery procedures and plans. Responsible for the oversight and safeguard of the network security. Ensures integrity and availability of the wired and WiFi networks through continuous assessment of the network and network security operations. Manages and drives the change management process to ensure operational stability. Provides guidance and quality control for testing plans developed for specific technology conversions.

Provides advanced notification of all planned system and network outages and set realistic expectations on availability. Oversees and prioritizes administrative functions, enhancements, configurations, testing, training and documentation of new services. Researches and identifies emerging information technologies to be integrated into the network systems and collaborate and negotiate with service vendors.

Completes, maintains, and processes pertinent records and reports. Provides ongoing review of capacity requirements to align with budget planning. Leads team to provide vision, build, deploy, operate and govern continual IT process automation and improvement through best practices and fosters a culture of continuous improvement. Utilizes excellent listening, oral and written communications skills to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Responsible for supervising approximately 21 employees (directly/indirectly). Manages a budget of approximately \$2.25M.



Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.