

School District of the City of Saginaw

HUMAN RESOURCES DEPARTMENT

**Posting Dates:** From: January 12, 2012 To: UNTIL FILLED

**DIRECTOR OF NETWORK SERVICES**

Reporting to the Chief Financial Officer, the Director of Network Services is responsible for the management and integrity of the District's data, voice, and video networks, general implementation and oversight of application and network services, and supervision of department staff. The manager provides leadership and expertise in the development and support of the overall technical environment. Responsibilities include significant hands on technical work in addition to leadership skills.

**MINIMUM QUALIFICATIONS**

- Master's Degree in Computer Science or related discipline and a minimum of 5 years experience as a technology manager
- Demonstrated critical thinking and analytical skills
- Demonstrated effective communication and collaboration skills
- Demonstrated effective management, leadership, planning, budgeting, and evaluation skills
- Leadership experience in network management, application software, hardware selection and deployment, system troubleshooting, and maintenance
- Leadership experience in large scale technical environment
- Prior experience in programming, reporting and systems analysis
- Programming skills including database application writing, use of network directory protocols, and system integration skills
- Cisco, VMWare, and Microsoft certifications preferred
- Prior experience in a K-12 environment preferred

**PERFORMANCE RESPONSIBILITIES:**

- Oversee and manage the daily operations of the Technical Services Department
- Establish systems to ensure the stability, integrity, and effectiveness of the district data, voice, and video networks
- Evaluate, recommend, design, and implement district technical systems and services
- Establish processes for delivering technical services including prioritizing department work schedules, completing necessary project implementations, and supporting users in a systematic and timely fashion
- Provide effective customer service to meet the technology needs of district students, departments, and staff
- Manage E-rate grant process
- Develop and manage the department budget, and the erate reimbursement process
- Shared responsibility for writing and updating the District's Technology Plan and for complying with state and federal requirements related to the plan
- Co-chair Technology Committee, and share leadership responsibilities for the Lead IT teacher network
- Manage disaster recovery planning and implementation
- Manage student and business system OLTP systems and warehouse data. This includes working with various databases to extract and load data using a variety of reporting, and programming tools
- Manage Technical Services help desk and field service functions
- Comply with all software license compliance
- Perform additional duties as assigned

**SALARY RANGE:** \$76,442 minimum

**METHOD OF APPLICATION:**

Applicants must submit an original letter of interest, resume, copies of all university transcripts (both graduate and undergraduate). Reference letters will be requested from selected candidate. Please send information to:

Dr. Kelley A. Peatross, Assistant Superintendent  
School District City of Saginaw  
550 Millard Street  
Saginaw, Michigan 48607-1193  
(989) 399-6602 Fax (989) 399-6615

**DEADLINE FOR APPLICATION:**

In order for an applicant to be considered, all required documents as noted above under "Method of Application" must be received.

*Saginaw Public Schools is an Equal Opportunity Employer. It is our policy not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs.*