

39038 ADMINISTRATOR III, NETWORK

Apply Here:

<https://ltmwebprod01.dpsk12.org/ltmprod/xmlhttp/shorturl.do?key=1QZ>

DEPARTMENT OF TECHNOLOGY SERVICES (DOTS)

Traditional 235 work days

FTE: 1.0

Salary Range: \$76,841 - \$96,052

Essential Functions and Objectives:

Responsible for the daily operations and management of the district voice, data, and wireless communications networks. This includes monitoring, training, troubleshooting, security, and coordination of installations and changes. Also responsible for designing and implementing network additions or upgrades. Expected to provide subject matter expert level of service to daily operation of the DataCom network.

- Maintains voice, data and wireless communications throughout the district. This includes monitoring, training, security, troubleshooting, and scheduling of new installations.
- Installs equipment on-site, testing system for functionality with all necessary software applications.
- Complete all installations with in set time lines.
- Significant experience with protocols required.
- Assembles and configure network components to include routers and switches per DPS standards.
- Sets up and maintain basic network operations.
- Maintains district VoIP telephones and telephone systems (over 10,000 ports supported).
- Assists with maintaining/troubleshooting WLAN systems (over 7800 access points). Resolves all reported trouble tickets.
- Assists with network designs.
- Assists with maintaining network monitoring systems.
- Provides network technical support for the district.
- Trains district personnel in network equipment use and maintenance.
- Monitors network performance to insure efficient use and prevent misuse.
- Writes and updates technical documentation that describes the networks and their functions.

- Installs equipment on-site, testing system for functionality with all necessary software applications.
- Install and repair UPS systems as required.
- Familiarity with structured cabling installation and troubleshooting.
- Keeps abreast of changing hardware and software technology.
- Helps to optimize network performance by researching and recommending enhancements to capabilities and performance.
- Provides regular activity and status reports to management.
- Off-Shift and on-call as required outside of normal business hours to include nights and weekends potentially.
- Supports LAN/WAN networks throughout the district.
- Other duties as assigned.

Knowledge, Experience & Other Qualifications:

- Ten (10) years of technology repair service experience.
- Experience serving as the subject matter expert for network operations.
- Experience providing project leadership is preferred.
- Ability to establish a working relationship with vendors while ensuring the District' best interests are preserved.
- Negotiation skills to resolve district/vendor differences.
- Aptitude to oversee vendor responsibilities.
- Excellent interpersonal communication skills with the ability to interface with all levels of management and the end-user community.
- Ability to communicate effectively, both orally and in writing.
- Temperament to work under pressure and maintain effective working relationships with clients, fellow employees, other departments and outside contractors.
- Working knowledge of data processing equipment, systems and techniques for data networks.
- Have and maintain a valid motor vehicle license.
- Demonstrated experience performing in compliance with established district and departmental policies regarding: attendance (absences, tardiness, sick leave and vacation use, and other scheduled or unscheduled absences); dress code; safety; security, and other policies, procedures and practices.
- Cisco certified to CCNA level preferred but not required.
- CWNP certification preferred but not required.
- Other network certifications are a plus but not required.

Education Requirements:

- High school diploma required.
- Bachelor's degree is preferred.

Other information:

The mission of the DPS Department of Technology Services (DoTS) is to be a proactive partner enabling the success of every child. We support the students, families, and staff of Denver Public Schools by providing the infrastructure, tools, data, and support to enable effective educators and efficient operations. Our leading-edge technology work includes delivering custom portals for our students, parents, teachers, and administrators, managing one of the largest networks in the state of Colorado, providing unparalleled levels of customer support, finding new ways to get technology in the hands of our students, and much more. We believe that technology is a positive, enabling force for parent engagement, student engagement, educator effectiveness, operational efficiency, student safety, and student achievement. By joining us, you too will be enabling the success of every child!

About Denver Public Schools:

Denver Public Schools is committed to meeting the educational needs of every student with great schools in every neighborhood. Our goal is to provide every child in Denver with rigorous, enriching educational opportunities from preschool through high school graduation. DPS is comprised of nearly 200 schools including traditional, magnet, charter and alternative pathways schools, with an enrollment of more than 90,000 students.

Under the leadership of Superintendent Susana Cordova and guided by the tenets of The Denver Plan, DPS has become the fastest-growing school district in the country in terms of enrollment and the fastest-growing large school district in the state in terms of student academic growth. Learn more at dpsk12.org.

Denver Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

