

## **DEAN OF INFORMATION TECHNOLOGY SERVICES**

### **GENERAL STATEMENT:**

Coordinates and evaluates the purchase and installation of hardware and software to maintain Local Area Networks (LAN) and establish the Wide Area Network (WAN) necessary to facilitate computer communication internal and external to the institution.

### **REPORTS TO:**

President

### **OCCUPATIONAL GROUP:**

Administration

### **FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Masters Degree with eighteen (18) graduate hours in computer science.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Three (3) years work experience designing and managing computer networks.

#### **OTHER:**

None

### **DUTIES AND RESPONSIBILITIES:**

- Design, develop, and supervise the installation of all equipment used in the campus LAN and system WAN.
- Implement, configure, and maintain access to the AS400 through the LAN.
- Design, develop, install, and supervise server equipment and software configuration for dial-in access for all campuses.
- Design, develop, install, and supervise the Internet connection to The Net to include DNS, CSU/DSU, and router configuration and support.
- Design, develop, and supervise the installation of wiring, fiber optics, and TELCO lines used in the infrastructure of the campus LANs and the system WAN.
- Assist in the evaluation and selection of new products or services, comprehensive systems analysis and progressive support methodologies for all LAN applications.
- Design, implement, configure, coordinate, control, perform maintenance, troubleshoot, and provide security for all mail servers, Web servers, and FTP servers used.
- Design, configure, and maintain all networking servers and services.
- Assist in the design, development, and implementation of distance learning technologies.
- Teach classes as assigned.
- Other duties as assigned by the president and other appropriate supervisory personnel.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.

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*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

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*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*Approved:*      08/24/98

*Revised:*      9/4/03

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