ATLANTA
PUBLIC
SCHOOLS

JOB DESCRIPTION
Assistant Director (IT Security & Network Services)

DIVISION: Office of Performance & Information Technology (PIT)	**GRADE:** IT5
DEPARTMENT: IT Infrastructure & Production Services	**WORK DAYS:** Annual
REPORTS TO: Director (IT Security and Network Services)	**FLSA STATUS:** Exempt
CLASSIFICATION: At-Will	**DATE:** 6/8/2021

Our Mission: Through a caring culture of equity, trust, and collaboration, every student will graduate ready for college, career, and life.

Our Vision: A high-performing school district where students love to learn, educators inspire, families engage, and the community trusts the system.

Our Guiding Principles: Equity in our approach to decision making, **Ethics** to demonstrate our integrity, **Engagement** with our school community, and **Excellence** in everything we do.

POSITION SUMMARY

The Assistant Director (IT Security & Network Services) assists with the planning and execution of strategic objectives for IT Security & Network Services. Manages a team of IT Networking professionals. Assists with the development of the overall strategy for the networks, which include vision, development, implementation and business/instructional integration. Participates in the budgeting, estimating, planning, etc. for those projects/operations under his/her charge.

MINIMUM REQUIREMENTS

EDUCATION:
• Bachelor's degree required in a related discipline or field.
• Master's degree preferred.

CERTIFICATION/LICENSE:
• Cisco Certified Network Associate (CCNA) preferred.

WORK EXPERIENCE:
• 4 years of experience in the implementation and support of Infor/Lawson ERP applications or other ERP systems (SAP, PeopleSoft, etc.) preferred.

KNOWLEDGE, SKILLS & ABILITIES

• Is a highly technical resource in the IT Networking & Security fields, with extensive architectural and design experience in building, configuring, installing, monitoring, securing and supporting IT Local Area, Wide Area and Wireless Networks in complex environments.
• Requires the ability to communicate effectively at all levels, both within IT and within the organization as a whole.

ESSENTIAL DUTIES

• Serves as the technical owner of all enterprise IT Networks, including LAN's, WAN's, Wireless, ISP management, and all components required to provide networking capabilities to APS.

• Determines business needs and requirements, provides guidance and advises staff.

• Assesses organizational needs, evaluates vendors, hardware, systems, and processes, and makes recommendations.

• Supervises staff by determining priorities and workloads, determines schedules, monitors and evaluates staff and makes hiring and termination recommendations.

• Performs ongoing performance management.

• Monitors the reachability of all connections within the network adhering to circuit restoration priorities and initiates troubleshooting to restore full network capability.

• Monitors system performance and track usage.

• Assists in creating, executing, and monitoring the strategic plan to support IT Networking.

• Determines appropriate components, methods of implementation, hardware/software requirements, and the level of support required.

• Investigates, reviews, and evaluates new technology solutions for feasibility and compatibility with APS' current systems and strategic plans.

• Develops specifications for material, supplies, equipment, and technology tools.

• Plans, monitors, and provides direction in the integrations of systems solutions related to enterprise IT Networks, including business need and requirements analysis, selecting tools, and overseeing the implementation and maintenance of such tools.

• Ensures and enforces Project Management standards and IT Governance processes in the IT Networking group and for all projects.

• Develops support plans and procedures to protect the districts' computer and telephone systems, telecommunications network and databases from loss or destruction and maintain a high level of availability to computing and telecommunication resources.

• Fills in for Director in her/his absence.

• Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed.

• Performs other duties as assigned by an appropriate administrator or their representative.

PHYSICAL ABILITIES AND WORKING CONDITIONS

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.

Vision: Ability to read small print and view a computer screen for prolonged periods.
Hearing: Ability to tolerate exposure to noisy conditions.
Speech: Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.
Upper Body Mobility: Ability to use hands to grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Strength: Ability to lift, push, pull and/or carry objects which weigh as much as 5 or more pounds on a frequent basis. Incumbent may be required to physically restrain parties involved in a conflict.

Environmental Requirements: Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress.

Remote Work Requirements:

Additional Work Conditions & Physical Abilities: Ability to be flexible and adapt as needed between various in-person working environments.