



EMPLOYEE NAME: _____

Revised: 2/07; 10/11; 10/12; 6/18; 11/20

JOB DESCRIPTION

POSITION TITLE: Director, Enterprise Services	JOB CODE: 643
DIVISION: Technology Services	SALARY SCHEDULE: Technology Services
DEPARTMENT: Enterprise Services	WORKDAYS: 238
REPORTS TO: Chief Technology Officer	PAY GRADE: Rank A (NT01)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Responsible for directing all activities of an assigned IT functional group. Directs tactical and operational IT provisioning infrastructure to support the enterprise's business goals. Aligns and calibrates the organization's technology deployment strategy with its business strategy. Oversees technology purchases and services provided to multiple internal customers. Directs the development and implementation of technologies to support business objectives.	

REQUIREMENTS:

1.	Educational Level: Bachelor's or master's degree in computer science, information systems, business administration, or other related field or equivalent work experience
2.	Certification/License Required: None required
3.	Experience: Minimum of 5 years of IT and business/industry work experience, with at least 2 years of leadership experience in managing multiple, medium to large cross-functional teams or projects; technical knowledge in network and data center areas as well as broad knowledge in other disciplines/technologies/processes that interact with the assigned function
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Interviews, hires, and evaluates performance of enterprise services team members.
3.	Provides leadership and direction for network and data center design.
4.	Responsible for insuring enterprise team usage of change control, project management and configuration management guidelines/practices.
5.	Provides comprehensive and timely customer support/service for all network related service requests.
6.	Insures acceptable up time for all network resources.
7.	Produces performance reports for upper management and school as needed.
8.	Evaluates new products and services for network monitoring and performance.
9.	Forecasts and prepares budgets for departmental expenditures.
10.	Communicates and cooperates with other directors and CCSD staff.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____