

NEW YORK CITY DEPARTMENT OF EDUCATION
CITYWIDE VACANCY NOTICE

CIVIL SERVICE TITLE:

Computer Systems Manager (10050)

FUNCTIONAL TITLE:

Director of WAN/LAN

ASSIGNMENT NUMBER:

740-08-020

NUMBER OF POSITIONS AVAILABLE

1 position

PROGRAM AREA:

Division of Instructional & Information
Technology

LOCATION:

2 MetroTech Center - Suite 3600
Brooklyn, New York 11201

SALARY:

\$95,000 +

The Office of WAN/LAN is responsible for the day-to-day operations of the design, configuration, installation, testing, troubleshooting, integration, performance monitoring, maintenance, enhancement and support of robust and secure WAN/LAN/Wireless environments, website development, internet connectivity and other related activities.

JOB DESCRIPTION:

- Oversees and provides direction for administrative and consultant staff including managers, administrators, project managers, engineers, technicians and architects in the Offices of Network Support Services, Network Management, WAN/LAN Administration, Network Architecture, Network Security.
- Manages the design, implementation and support of critical aspects of DOE's computing infrastructure that supports internet, intranet and mainframe applications to students and instructional staff and administrators.
- Directs the day-to-day operations of the design, configuration, installation, testing, troubleshooting, integration, performance monitoring, maintenance, enhancement and support of robust and secure WAN/LAN/Wireless environments, website development, internet connectivity and other related activities.
- Oversees the daily activities of the Network Operation Center (NOC) technical support team to ensure the continued monitoring of WAN/LAN Wireless hardware and software to ensure citywide connectivity and access for all DOE schools.
- Plans, organizes and provides direction for major information technology projects including funding and budget requirements. Provides direction to the network engineering and implementation teams that install, configure and monitor new projects including the implementation of the SONET Fiber Optic Network, Data Link Switching (DLSw) technology and Integrated Service Center network infrastructure.
- Oversees, implements and maintains network infrastructure for internal Wide Area (WAN) and Local Area (LAN) networks, mainframe connectivity, Authentication, Authorization and Auditing systems.
- Directs network data communication engineers responsible for monitoring the movement of information across the network, troubleshooting circuit and line connectivity, installing hardware and software and monitoring system performance to ensure continued system integrity.
- Implements policy and procedures critical to the network infrastructure security enablement services that facilitate both internal and external on-line users that maintain highly confidential and sensitive data pertaining to students and administrators. Manages the design, implementation, enhancement and maintenance of the Network Infrastructure and security policies, data communication systems and related software applications.
- Manages the performance of risk assessment of network designs and infrastructure in an effort to minimize network security risks when possible. Oversees internal and external network security software vulnerability penetration testing to verify stringency of security policies. Conducts a detailed analysis of security policies implemented in network security devices, firewalls software configurations and IDS (Intrusion Detection and Prevention) system logs.

- Provides direction to the Network Architecture Manager responsible for implementing, overseeing, developing, monitoring and maintaining the WAN/LAN/Wireless architecture.
- Oversees the daily activities of the field-based technical support team to ensure the continued support and maintenance of hardware and software for citywide internet access in all DOE schools.
- Works closely with the Senior Director of Network Services and DIIT's Budget Director and Director of Human Resources on budget and staffing plans to ensure that adequate Personal Services (PS) and Other Than Personal Services (OTPS) funding is allocated and staffing and recruitment needs are met.

MINIMUM REQUIREMENTS

1. A master's degree in computer science from an accredited college and three years of progressively more responsible, full-time, satisfactory experience using mainframe, mini- or micro-computer technology in computer applications programming, systems programming, computer systems development, data telecommunications, data base administration, or planning of data processing, at least 18 months of this experience must have been in an administrative, managerial or executive capacity in the areas of computer applications programming, systems programming, computer systems development, data telecommunications, data base administration, or planning of data processing or in the supervision of staff performing these duties; **OR**
2. A baccalaureate degree from an accredited college and four years of experience as described in "1" above; **OR**
3. A four-year high school diploma or its educational equivalent and six years of experience as described in "1" above; **OR**
4. Education and experience equivalent to "1", "2" or "3" above. However all candidates must have at least a four-year high school diploma or its equivalent and must possess at least three years of experience as described in "1" above.

The following types of experience are not acceptable: superficial use of preprogrammed software without complex programming, design, implementation or management of the product; use of word processing packages; use of a hand held calculator; primarily the entering or updating of data in a system; the operation of data processing hardware or consoles.

PREFERRED QUALIFICATIONS

1. 8 to 12 years of IT and business/industry work experience with at least 3 years of leadership experience in managing multiple, large, cross-functional teams or projects and influencing senior level management and key stakeholders.
2. Experience in data and voice telecommunications, network administration and operation.
3. Excellent team leadership skills.
4. In-depth data and voice network and telecommunications knowledge.
5. Ability to think strategically with long-term vision.
6. Excellent communication skills both oral and written.
7. Strong customer service skills.
8. Proven ability to delegate and drive team to execute on large scale IT projects.
9. Knowledge of Network Maintenance, Network Design and Implementation and Project Management.
10. Ability to promote process improvement.

To apply for this assignment, send resume to:

New York City Department of Education
 Division of Instructional & Information Technology
 2 MetroTech Center - Suite 3600
 Brooklyn, New York 11201
 Attention: Anna Guzman
 OR by e-mail to:
DirWan/Lan@schools.nyc.gov

Applications must be received by June 30, 2008.

Quote assignment number and day-evening phone numbers on the top right corner of your resume. Only applicants scheduled for interviews will be contacted.

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