



Job Posting

Job Title: Director of Network Services (Administrator II)
Job ID: 104662
Location: Sonoma State University (Rohnert Park, CA)
Full/Part Time: Full-Time
Regular/Temporary: Regular

Department Name
Information Technology

Salary and Benefits

Starting salary placement depends on qualifications, experience and salary budget, and will not exceed \$10,000 a month.

This position is eligible for a broad range of benefits, including medical, dental, vision, life and disability insurances, retirement (CalPERS), tuition waiver, vacation and sick leave. In addition, 14 paid holidays are offered each year; 13 scheduled on specific days and a Personal Holiday that may be taken any time during the year.

A comprehensive benefits summary for this position is available online by clicking the [View Benefits Summary link](#) or by request from SSU Human Resources.

Application Deadline

This position is open until filled. For full consideration, please submit application, along with cover letter and resume, by 8am on September 28, 2018. Please refer to the Application Process section of this posting for additional details.

Conditions of Employment

This position is a member of the Management Personnel Plan and serves at the pleasure of the President.

Responsibilities

Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with the Seawolf Commitment, our values include respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to diversity, equity and inclusion, in the pursuit of excellence for all members of our university community.

Reporting to the Associate Vice President for IT/CIO (CIO), the Director of Networking Services provides management and guidance for the Information Technology department and supervises staff and student personnel, and with a "hands-on" approach, manages the critical networking infrastructure of the University. The incumbent is responsible for managing and coordinating the University network services; supervises Network Analyst staff; designs, implements, and manages local- and wide-area networks, fiber backbone, wireless network, cable plant, Voice over IP infrastructure, video surveillance infrastructure, and contributes to security and disaster recovery services; evaluates and improves operating performance; and assumes and performs related duties and responsibilities as required.

Major duties of the position include, but are not limited to, the following in supporting the IT Division's focus on networking and communications. This position assists in the strategic and tactical planning of the campus information technology infrastructure:

- Provides leadership and oversight for network services including financial, operational, and managerial responsibility for the University network including wired, wireless, and connectivity to external communication resources
- Manages and monitors network activities including: assigns, evaluates and supervises network staff
- Ensures confidentiality, integrity, and availability of the campus network infrastructure and leads in the development of appropriate capacity planning, operations monitoring, failover systems, and business continuity plans including the use of defined metrics to measure success
- Coordinates network activities with the University's staff including managing scope, schedule, and budget, coordination of campus and vendor resources, project communications, issues, and risk management
- Oversees network security and disaster recovery coordination and planning
- Evaluates, recommends, and implements new technologies and initiatives
- Acts as a project manager and also delegates work to network staff and organizes work schedules to meet project timelines
- Acts as liaison in providing information to administrative personnel and faculty
- Participates in Facility planning, master planning and construction projects to design cable plant infrastructure
- Oversees staff training and professional development, schedules technical support projects, proposes operating policies, procedures, and controls related to networking and communications
- Supervises the maintenance of documentation materials
- Manages Local Area Network and Wide Area Network using various network equipment and resources
- Designs effective bandwidth for network traffic management, taking video, phone, Wi-Fi, and cloud activities into account. Participates in designing high availability networks and services and plans for future proofing the department
- Manages software tools, equipment, and staff activity for secure network traffic and network access, Wi-Fi, VoIP, Web, email system, and staff activity for disaster recovery

Performs other secondary duties as assigned.

Duties will primarily take place in an office setting however additional duties may be performed in various locations on the Sonoma State University campus, including working both indoors and outdoors to support and participate in university activities and events. As an exempt employee you have some flexibility in your schedule however must be available during the regular campus hours Monday through Friday to meet the operational needs of the campus and department. Your specific start time is determined by your Appropriate Administrator. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator. This position will require occasional travel, by automobile or airplane, and overnight stay to travel to trainings and meetings off campus.

Qualifications

This position requires a minimum of 5 years of experience in networking and communication services, along with 3 years of progressively responsible and applicable management and/or supervisory experience. Bachelor's degree in a computer related field, or equivalent combination of education and experience to provide the required knowledge, skills and abilities to perform the duties of the position. Higher education experience highly preferred. Experience with network design and support, as well as hands-on project contributions is preferred. Intermediate proficiency with computers and Microsoft Office Suite (Outlook, Word, Excel) required. Knowledge of VMWare and PeopleSoft preferred.

In addition, this position requires thorough knowledge of the issues related to successfully managing wired and wireless networks, computer servers, automation programming, storage and infrastructure applications; knowledge of the issues related to successfully implementing, trouble-shooting and maintaining low-voltage and fiber-optic cabling, inside and outside plant fiber-optic and copper infrastructure including knowledge of relevant standards; working knowledge of the issues related to successfully designing, implementing and

maintaining classroom technology and video environments and demonstrated technical knowledge of and experience with enterprise level networks including emerging technology trends and issues.

The incumbent must demonstrate integrity and sound judgment in performing duties; possess the ability to supervise the work of staff and recommend appropriate personnel actions; be able to apply strong problem solving and conflict resolution skills and train and evaluate performance, taking corrective action as needed; deal with stressful situations while maintaining composure; and contribute to a collaborative environment utilizing exemplary communication and problem solving skills as necessary. Must have strong organizational skills and the ability to manage multiple projects and competing priorities simultaneously, adjusting quickly to changes needed on a daily basis. Must have the ability to effectively communicate with all levels within the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents. Must be able to accept constructive feedback and work cooperatively in group situations.

The duties of this position may include participation in decisions that may have a material financial benefit to the incumbent. Therefore, the selected candidate may be required to file Conflict of Interest Form 700: Statement of Economic Interest on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

Qualification Note

Evidence of degree(s) or certificate(s) and/or license(s) required at time of hire.

Application Process

Click the "Apply Now" to apply to this position. Materials submitted with your application will not be returned. The ADA Coordinator is available, at 707/664-2664, to assist individuals with disabilities in need of accommodation during the hiring process.

Qualified candidates must submit the following to be considered:

1. Cover Letter and Resume - application system only allows one document to be uploaded, so cover letter and resume must be included in the same MS Word or PDF file (file name should not contain any spaces or special characters)
2. Online Employment Application (complete entire application, resume/cover letter will not substitute for any part of the application)

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current employees who apply for this position.

Other Information

Equal Employment Opportunity: The University is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

Mandated Reporting: This position may be considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

About Sonoma State University

Sonoma State University, located 48 miles north of San Francisco, is one of the 23 campuses of the California State University. Sonoma State University is a liberal arts institution with an enrollment of approximately 10,000 students and 530 full-time and part-time faculty. Our beautiful campus is located in Rohnert Park, at the foot of the Sonoma hills in the Wine Country.

Sonoma State University is proud to be a smoke-free campus, where smoking and other uses of tobacco products, such as smokeless tobacco, the use of e-cigarettes and similar devices, are prohibited.

Sonoma State University's Jeanne Clery Act Annual Security Report is available at www.sonoma.edu/ps/about/jeanneclery.html; Annual Campus Housing Fire Safety Report is available at www.sonoma.edu/housing/general-info/emergency-prep/fire-safety.html.

Contact Information

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