Assistant Director, Network Operations

Job Code 50012240

General Description
Responsible for directing the voice, data, and video operations as well as developing the annual telecommunications budget recommendations for Texas State University-San Marcos.

Example of Duties
Assist in management of the network operations department including voice, data, and video.
Ensure proper operation of campus PBX and adjunct systems.
Report on unit work and provide system data when needed.
Review IT infrastructure in campus building projects.
Ensure proper services are ordered and billed.
Perform other duties as assigned.

Knowledge, Skill and Abilities
Knowledge of: the networking industry and electronics; technical functions, telephone PBX; construction procedures and rules; technical equipment vendors and commission regulations.

Skill in: effective problem solving; understanding technical language; negotiating, listening and adaptability.

Ability to: interpret schematics and diagrams, switch protocols, prioritize workload, delegate personnel, and determine best procedure to accomplish projects utilizing sound construction methods.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements