CLASS TITLE: MANAGER, VOICE AND DATA NETWORKS

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for managing, planning, and controlling the technical staff and activities related to the City-wide and metropolitan area data and voice communications networks, including various other voice systems and performs other related assigned duties.

ESSENTIAL TASKS:
- Coordinates and supervises the work of subordinates and/or contractors
- Manages personnel and technical resources required to successfully complete projects on schedule and within budget
- Manages leased and/or contracted voice, data and related systems
- Manages network and communications security; responsible for remote access systems; responsible for firewalls and intrusion prevention systems
- Manages all project planning and control for the development/administration of projects within the section
- Assists in the preparation and administration of the annual budget for the section
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:
Training and Experience:
Graduation from an accredited college or university with a bachelor's degree in telecommunications technology, management information systems, business administration or other related fields; and six (6) years of related administrative and technical experience, involving large telephone system and enterprise network operation; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of network services, telephone services, applications, and equipment; and knowledge of budgeting and lease circuit ordering/billing. Ability to effectively utilize concepts and techniques of project management, including planning, control and deployment of resources; ability to solve complex technical problems; ability to supervise a technical staff; ability to effectively communicate both verbally and in writing; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; lifting and carrying up to 50 pounds; may be subject to walking, standing, sitting, reaching, bending, kneeling, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certification: Possession of a valid Oklahoma Class 'D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and may require some travel to various City locations to provide computer-related assistance.

Class Code: 1133
EEO Code: E-01
Pay Code: IS-48

Group: Clerical and Administrative
Series: Data Processing and Information Services

Effective date: February 6 2017