



## Job Description

**Job Title: Network Architect**

**JTC: TAZ**

**Salary Range: N09**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Responsible for designing, implementing and maintaining operational status for DCCCD enterprise networks, including the network infrastructure; this includes campus LANS and enterprise WANs, WiFi, intranets, and other data communications systems. May supervise network engineering staff including telecommunications technicians.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Advanced knowledge and proven experience in one or more key network areas. Ability to design, install, configure, troubleshoot, upgrade and support extensive Cisco LAN/WAN network infrastructure. Demonstrated history of delivering positive results while following organizational policies and procedures. Knowledge and experience working in an Information Technology Infrastructure Library (ITIL) environment.

Must be able to troubleshoot network architecture issues, make recommendations based on system findings and recommend enhancements as appropriate. Must be able to document network design including network drawing, text descriptions and equipment configurations. Must be able to keep abreast of emerging technologies and best practices to ensure that industry standards are met to support new infrastructure solutions.

Must possess the ability to foster and maintain effective relationships with diverse individuals, internal/external, to the organization to ensure business needs are met. Must be able to provide effective leadership to network teams to ensure effective/efficient operation of network systems. Must be able to evaluate network designs to determine whether customer requirements are met efficiently and effectively.

Requires a broad knowledge and understanding of tools, techniques, and technology used to design and maintain network services. Self-motivated with the ability to work in a fast-paced and diverse environment. Must have excellent time management, planning and organizational skills. Must be capable of prioritizing and managing multiple projects/assignments simultaneously.

Advanced experience creating and maintaining documentation including diagrams, procedures, lists and rationale documents and in presenting technical topics to both technical and non-technical audiences. Must have excellent listening, oral and written communication skills in order to communicate with a

diverse array of stakeholders and constituents within the DCCCD community network. Ability to provide exemplary customer service.

## PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 30 pounds.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree in related field plus five (5) years of work related experience. Must have current and valid driver's license required for off-site travel. On-call, work hours may extend beyond the regular, eight hours, Monday-Friday, workday, including weekends and holidays to provide immediate support due to system failures on a 24/7 basis. Official transcripts will be required. \*\*\*Will be subject to a criminal background. Some positions may be subject to a fingerprint test. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for providing guidance, support and planning of networks, voice and other related infrastructure district-wide. Examines data networks to determine how to best connect the networks based on information security and the needs and resources of the organization. Maintain or coordinate the installation/maintenance of network peripherals.

Research and keep up-to-date on new technology and best practices to determine what improvements would best support current and future network performance. Design and implement computer and information networks, such as local area networks (LAN), wide area networks (WAN), intranets, extranets, and other data communications networks. Design or assist with the design of network and computer security measures.

Maintains effective working relationships with diverse stakeholders and constituents, internal/ external, to the DCCCD community in order to gather information about products, alert them to future needs, resolve problems, or address system maintenance issues. Collaborate with system users to determine needs, diagnose and solve operational issues. Mentor and cross train junior team members. Serve as subject matter expert (SME) to district IT directors, managers and staff.

Performs network modeling, analysis, and planning to determine the appropriate hardware and/or software that is needed to support the network. Performs network troubleshooting to isolate and diagnose common network problems. Develop procedures to track, project, or report network availability, reliability, capacity, or utilization.

Prepare design presentations and proposals for staff or end users. Provides technical advice and guidance to stakeholders and constituents to ensure network technologies utilized meet current and/or future organizational needs.

Performs other job duties as required.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*