



GENESEE INTERMEDIATE SCHOOL DISTRICT
Human Resources and Operations

Employee Job Description

Job Title: **Network Integration Project Manager**

Job Summary:

The Network Integration Project Manager will work with the Greater Michigan Education Consortium (GMEC) to design and plan for the formation of a Statewide Education Network (SEN). This position will oversee and coordinate the activities needed to carry out the work of this project. The formation of the SEN will be done by researching other successful models in other states and surveying current networks within the state that connect Intermediate School Districts (ISDs), Local Education Agencies (LEAs), and Public School Academies (PSAs). The Network Integration Project Manager will work closely with a subgroup of the GMEC and will partner with an external integrator(s) to complete this work.

Essential Duties:

1. Report to the GMEC Governing Board;
2. Collaborate with the Michigan Association of Intermediate School Administrators (MAISA);
3. Create a Request for Proposal (RFP) to hire a project management/network consulting firm to carry out part of the work of the activity;
4. With the assistance of the hired firm:
 - a. Evaluate successful models for a Statewide Education Network in other states;
 - b. Recommend and design a model for the State of Michigan;
 - c. Update, survey, and validate existing statewide network infrastructure data and/or conduct additional surveys as necessary;
 - d. Identify all needed interconnects that are required in order to connect all ISDs/LEAs/PSAs to form a Statewide Education Network;
 - e. Coordinate the formation of a statewide network services consortium;
 - f. Write Requests for Proposal required to form the Statewide Education Network;
 - g. Evaluate RFP responses and make recommendations to the Governing Board;
 - h. Establish a model for the maintenance, operation, and management of the Statewide Education Network.

Other Duties:

1. Other duties as assigned

Qualifications:

Education: Bachelor's degree required; Master's degree preferred.

Experience: A minimum of five (5) years of experience with designing, maintaining, and supporting Wide Area Network (WAN) technologies, experience creating Requests for Proposal, and at least five (5) years of experience working with educational networks.

Skills/Other: Ability to adapt to changing priorities and to assimilate new knowledge quickly and effectively in order to incorporate the products and outgrowths of evolving technologies. Ability to manage and document multiple projects. Must demonstrate strong written and oral communication skills. Exercise discretion with confidential information. Strong teamwork, interpersonal communication and problem solving skills. Demonstrated mental/physical ability and stamina for meeting the essential duties of the position and the ability to travel to and from the intermediate school district and the constituent school districts in the service area. Punctuality and good attendance are requirements for the position. Ability to work a flexible work day and work week. Ability to exercise good judgment and make decisions in accordance with board policies and established administrative guidelines.

Special Job Considerations

Technology Certification: Required____ Not Required____ Desirable X____

Type of Certification: Administrative____ Teacher____ Other____

Bargaining Unit Position: GIEA____ GIESPA____ None____

Salary Schedule: Supervisory

Immediate Supervisor: Executive Director of Technology and Media Services

Supervision:

Date: March 13, 2013

Approved _____

MRM:jab:ljs
Job #454