

Non-Classified Central Pool Justification Form



Institution:	Rich Mountain Community College	Date:	April 25, 2014
Requested Authorized Title:	Director of Computer Services	LIM:	\$86,501
Working Title:	Network & Systems Engineer	Estimated Salary Range:	\$72,000

Board Approval Date	April 23, 2014
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Justification

The RMCC computer network has reached a level of complexity that can no longer be managed by a Classified Computer Support Specialist (CSS). This is based on the following factors:

1. Network growth requires VPN connectivity to outlying site locations.
2. Disaster recovery hinges on network, virtual server and overall design.
3. Critical time sensitive projects have not been completed in the past due to lack of knowledge and experience of CSS level employees.
4. Virus and internet attacks are becoming more complex and require a higher level of understanding to avoid related issues.
5. CIV offerings in rural western Arkansas are being expended in an effort to reach more of the States traditional and non-traditional population.

Educational Requirements

Bachelor's Degree with a Major in Computer Applications, Computer Science or equivalent.

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Duties

Provide design, support, and maintenance for all RMCC related networks, servers, computers, labs, and network attached devices.

Provide design, support, testing, and maintenance for the virtualization of RMCC servers and network failover where feasible.

Monitor the various RMCC locations to ensure data integrity and security. Apply new and maintain existing security certificates and devices.

Provide design, support, and maintenance for the equipment and services to ensure the recoverability of RMCC servers and data for backup and business continuity.

Assist in the development, maintenance, and support of the college intranet, servers, and webservers.

Install, configure, and maintain network hardware and software at various levels; test and debug installations as necessary.

Monitor and adjust the firewalls, networks, servers, anti-virus software, and network attached devices to insure the security of the RMCC network and information.

Coordinate the expansion, maintenance, and monitoring of the compressed interactive video systems and make adjustments when necessary to enhance the learning environment. Assist users and sites with training and support when necessary.

Coordinate the expansion, maintenance, and monitoring of asynchronous video delivery which will integrate natively with Moodle and Moodle Rooms to enhance the learning environment. Assist users and sites with training and support when necessary.

Provide Moodle administration and maintenance. Assist users and sites with training and support when necessary.

Explore new technologies that are more accessible to the end users, use more open architectures, and are consistent with the technologies our students are more acquainted with and are readily available for personal and workplace use. Assist users and sites with training and support when necessary.

Monitor, expand, and maintain the RMCC security systems and cameras as needed to help ensure the security and safety of RMCC visitors, students, faculty, and staff.

Monitor and maintain the various phone systems at both the main campus and off-campus locations.

Assist the Director of Information Technology and also work with administration and the various departments to maintain, enhance, and test the RMCC Business Continuity Plan.

Assist the Director of Information Technology and also work with the Technology Committee to maintain and enhance the RMCC Technology Plan. This will involve helping the Technology Committee plan and achieve technology goals.

Prepare flow charts, logic layouts, data flow outlines, reports and narrative descriptions for user information, servers, networks, and network attached devices as need for documentation and requested information.

Plan, prepare, and conduct seminars on software, hardware, network, or other computer related topics.

Work with the Director of Information Technology, administration, faculty, and staff explore grant opportunities, provide justification, and administer awarded grants.

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Additional Information

Requires additional 5 years of experience with network, virtualization and server administration and design.

Experience with both Microsoft and Linux/Unix servers is highly desired and experience with managing OS X and mobile devices in a Windows Active Directory environment preferred.

Extensive experience with managing Ms Exchange, SharePoint and SQL servers preferred.

This is a new hire.

Decision (for official use only)

Approved

Rejected

Approved with modifications

Deferred

Justifications

Signatures (for official use only)

Institutional Finance		Date:	
ADHE Director		Date:	