

Mendocino Unified School District

Jason Morse, Superintendent

44141 Little Lake Road • PO Box 1154 • Mendocino, CA 95460

Phone: 707.937.5868 Fax: 707.937.0714 <http://www.mendocinoused.org>

Mendocino Community Network Manager

Classification Range: MCN Manager Pay Scale

Responsible to: MUSD Superintendent

Example of Duties:

- Clarify and implement MCN's vision and direction under the supervision of the Superintendent
- Work with MUSD Personnel Director to hire, evaluate, and terminate employees
- Work with MUSD Business Manager to develop MCN Budget and multi-year projections for review by the Superintendent and Board using Microsoft SQL, Excel, and Quickbooks
- Follow MUSD Personnel and Business Office regulations and procedures
- Order telecommunication and technology based services from vendors
- Create and implement various contracts with Independent Contractors, schools, and other entities following MUSD regulations and procedures
- Work with Network Support team regarding:
 - equipment purchase decisions
 - deployment of equipment and services
 - configuration, control, feature sets, management of servers
 - Advance deployment of customer access facilities including last mile services to the customer premise
- MCN physical plant design including co-location facilities
- Oversight and management of landline telephone products, including technical functions of these systems, management of repair dispatch scheduling, staff technical training, and billing components.
- Design customer services and pricing for each
- Train and evaluate MCN employees
- Oversee independent contractors
- Supervise MCN Office and activities such as
 - MCN billing, including billing for telecom services
 - MCN Technical Support Systems
 - office hours and office coverage, vacation management, etc.
- Be responsible for MCN facilities and equipment such as
 - buildings and remote sites
 - contracts for remote sites
 - MCN Connectivity materials and documentation
 - installation and maintenance of MCN equipment
- Be responsible for assessment of market opportunities
- Work with competitors and collaborators
- Maintain awareness of industry trends in making plans for MCN's future
- Lead the process of a sale of the business in the event the MUSD Board of Trustees approves a divestiture
- Participate in community broadband advocacy efforts, including developing MCN's plans to extend the reach of broadband facilities and working with key organizations and stakeholders
- Other duties as required

Essential Functions: The MCN Manager must:

- be committed to following MUSD procedures and regulations
- be self-supervising and regulating around job priorities.

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- have the ability to communicate effectively with the public in a pleasant and positive manner.
- be able to adapt easily to many different "helping" roles in the office.
- be fluent in the conventions of written English and be able to express oneself clearly in oral conversation.
- be capable of using advanced spreadsheets and database functions.
- basic knowledge of business and consumer telephone systems and services
- have an unusually good memory and good facility for listening,
- have an even temperament under pressure of large numbers of diverse people and situations.
- have a personal nature that combines a facilitative, helpful style with an orderly and systematic procedure.
- be willing and able to ask for help or guidance when needed.
- be willing to travel in coastal Mendocino County on a regular basis and beyond as needed