

**Anoka-Hennepin Independent School District #11**  
**Job Description**

**Title:** Communications Technology Manager  
**Department:** Communications Technology  
**Reports to:** Chief Technology & Information Officer  
**Prepared Date:** February 2011

**SUMMARY OF RESPONSIBILITIES**

Provides district-wide technical and administrative support for voicemail, email and Internet services. Supervises the services provided by the district's central mailroom, and the District Office copy center.

**DUTIES AND RESPONSIBILITIES**

- Manages administrative District-wide telephone system, voicemail system, E-911 services, and email (intranet and internet) system.
- Assists with maintenance of District Wide Area Network (WAN), and modem dial-up/dial-out access.
- Supervises the mailroom which handles all Inter-district mail, bulk US mail from throughout the district, and daily US mail service to/from the district's central offices.
- Supervises the ESC copy center.
- Prepares and monitors program budgets for allocation of resources in coordination with Chief Technology & Information Officer.
- Communicates to the Chief Technology & Information Officer the requirements and needs for assigned area.
- Monitors compliance with federal and state law as related to areas of responsibility.
- Performs other tasks and assumes other responsibilities as assigned by the Chief Technology & Information Officer.

**SUPERVISORY RESPONSIBILITIES**

Directly supervises one (1) Administrator and three (3) non-supervisory employees. Carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**EDUCATION and/or EXPERIENCE**

Requires Bachelor's degree with emphasis in information or technology management, or equivalent experience and/or training; or equivalent combination of education and experience. Two years technology management preferred, other related administrative experience considered.