



**PUEBLO OF LAGUNA
DEPARTMENT OF EDUCATION**

P.O. Box 207
Laguna, New Mexico 87026
(505) 552-6008

Vacancy Ann.: #23-2025

Opening Date: August 25, 2025
Closing Date: Open Until Filled
Position Title: Director of Technology
Salary: Per Salary Schedule

DESCRIPTION OF WORK:

The Director of Technology has a pivotal role within our organization and works under the general supervision of the Executive Director of Operations. This role is crucial for the smooth functioning of LDOE's Network infrastructure, implementing cybersecurity mitigation, and managing E-rate funding sources. In addition, the incumbent is responsible for coordinating the LDoE's technology programs and supervising the technology staff. The Director of Technology will facilitate, develop, and work with the administrative team on a department-wide vision for technology use and integration and effectively communicate, promote, and implement this vision throughout LDoE. The Superintendent may assign additional duties and special projects. Responsible for coordinating all activities of the local area network (LAN) and the day-to-day operation of data communications with the organization, including networking, cybersecurity, disaster recovery planning, network design, and scheduling. Responsible for acquiring computer hardware and operating systems and application software systems district-wide. The incumbent independently performs troubleshooting, maintenance, repair, and installation, assembling and installing new computer equipment on the local area networks using industry standards and protocols. Support (hardware and software), such as switches, routers, firewalls, Secure Endpoint, Meraki Wi-Fi, Meraki Firewall, and AnyConnect Auto-VPN. Security Camera installation and network cabling, user support, backups, and maintenance and documentation.

MINIMUM EDUCATION, EXPERIENCE & LICENSURE REQUIREMENTS:

Bachelor's degree, Management Information Systems (MIS), Information Technology, Engineering, or similar technical degree and four (4) years of experience in network administration and design. IT certifications (MCSE, MCP, CCNA, A+, Network+, etc)

OTHER REQUIREMENTS:

****Must also have a current and valid State of New Mexico driver's license, be insurable, and no DWI convictions within the past five (5) years. Must pass a pre-employment drug/alcohol and background clearance check.**

APPLICATION INSTRUCTIONS:

Visit our website at www.lagunaed.net; click on Employment for an application, job description and instructions.

Interested applicants may do the following:

- Email complete application packet with following required documents to humanresources@lagunaed.net:
 - LDoE Application – located on the LDoE website
 - Letter of Intent/Cover Letter
 - Resume

- Copy of degree(s) and/or certificate(s)
 - 3 Letters of Recommendation - letters need to be dated one year to current (these letters can be sent to the HR email address)
- Or you may Mail your complete application packet with required documents to *Laguna Department of Education, ATTN: Human Resources, P.O. Box 207, Laguna, NM 87026.*

Pueblo of Laguna – Department of Education

Job Description

Job Title: Director of Technology
Department: Administration
Reports To: Executive Director of Operations
FLSA Status: Exempt – Year Long

OBJECTIVE

The Director of Technology has a pivotal role within our organization and works under the general supervision of the Executive Director of Operations. This role is crucial for the smooth functioning of LDOE's Network infrastructure, implementing cybersecurity mitigation, and managing E-rate funding sources. In addition, the incumbent is responsible for coordinating the LDoE's technology programs and supervising the technology staff. The Director of Technology will facilitate, develop, and work with the administrative team on a department-wide vision for technology use and integration and effectively communicate, promote, and implement this vision throughout LDoE. The Superintendent may assign additional duties and special projects. Responsible for coordinating all activities of the local area network (LAN) and the day-to-day operation of data communications with the organization, including networking, cybersecurity, disaster recovery planning, network design, and scheduling. Responsible for acquiring computer hardware and operating systems and application software systems district-wide. The incumbent independently performs troubleshooting, maintenance, repair, and installation, assembling and installing new computer equipment on the local area networks using industry standards and protocols. Support (hardware and software), such as switches, routers, firewalls, Secure Endpoint, Meraki Wi-Fi, Meraki Firewall, and AnyConnect Auto-VPN. Security Camera installation and network cabling, user support, backups, and maintenance and documentation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Overseeing the purchasing of district technology and managing the Technology Department.
- Plan technology advancements, including network security LAN/WAN/WLAN connectivity, disaster recovery, and Cloud networking. adhering to industry standards.
- Maintains hardware operability and analyzes and distributes vendor-recommended code and software versions, mitigating any security threat vulnerabilities.
- Develops strategies to integrate network security at designated network segments. Forms on-premises, remote, and cloud network infrastructure approaches.
- Designs, plans, and executes work to optimize the resiliency of wireless network services. Maintains and distributes VPN client packages and composes appropriate security policies for approved users, ensuring that secure remote connectivity services are provided.
- Coordinates with external parties to establish external/ISP connectivity and alternate paths to maintain resilience.
- Monitors and analyzes bandwidth and throughput utilization to plan network capacity. Executes controls to provide optimal services for end-users. Develops, maintains, and performs security policies at firewall distribution points.

- Receive and analyze network alerts from various sources within the enterprise and determine possible causes of such alerts.
- Track and document cyber defense incidents from initial detection through final resolution.
- Coordinate with intelligence analysts to correlate threat assessment data.
- Perform cyber defense trend analysis and reporting.
- Manage system backup and recovery and data security practices.
- Establish and maintain good working relations with vendors and co-workers.
- Provides technology assistance and support to all LDoE programs.
- Helps maintain, troubleshoot, and upgrade network infrastructure, such as servers, switches, hubs, etc.

MINOR RESPONSIBILITIES:

- Must be able to work nights and weekends on rare occasions to minimize interrupting regular business for upgrades, repairs, etc., and maintain 99.9% system uptime.
- Attends and participates in team and staff meetings, training, professional development activities, and appropriately organized community events to promote collaboration.

COMMUNICATION REQUIREMENTS:

- Must have good interpersonal skills and a customer service approach.
- Frequent contact with LDoE staff and others, in-person, via email and phone, and via written correspondence.
- Participate in meetings with LDoE staff, customers, and others.
- Must be accessible for some after-hour on-call support during busy times.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to satisfactorily perform all essential duties. The requirements listed below represent the knowledge, skills, and abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's degree, Management Information Systems (MIS), Information Technology, Engineering, or similar technical degree and four (4) years of experience in network administration and design. IT certifications (MCSE, MCP, CCNA, A+, Network+, etc)

SKILLS and ABILITIES REQUIRED:

- Microsoft Windows Server 2016, 2020
- Microsoft Windows 10,11 Professional
- Microsoft Office Products
- Anti-virus software
- Content Keeper Spam filtering
- Printer Installation, Maintenance, and Repair
- CISCO/similar networking products routers, firewalls
- Secure End-Point
- Meraki Wi-Fi

- Meraki Firewall

CERTIFICATES, LICENSES, REGISTRATIONS

Valid and current State of New Mexico Driver's License.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The incumbent must be able to speak and hear. The employee must have good visual acuity and be able to read materials both on and off-line. The employee must use their hands to write and operate computer technology, including a keyboard and mouse. Occasionally, the incumbent will be required to lift, carry, and/or move light to medium weights (10-50 pounds), such as computer equipment.

WORK ENVIRONMENT:

The work environment characteristics described here represent those that an employee typically encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform basic functions.

The employee will work indoors, primarily in either an office or a classroom environment, sometimes in close proximity with students. There is a minor potential for exposure to safety and health hazards related to working with electronic equipment associated with this position. The noise level in the work environment is quiet to moderate. The job may involve travel to sites that are not wheelchair accessible.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, and/or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.