CLASS TITLE: DIRECTORY SERVICES MANAGER

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for managing, planning, and controlling the technical staff and activities related to the implementation and system administration of a City-wide Directory Services (DS) in an enterprise environment and performs other related assigned duties.

ESSENTIAL TASKS:
- Manages the City's Directory Services and related activities, including migration phases and system administration
- Manages technical staff maintaining Windows 2000/03 servers and providing support for multiple departments in a DS enterprise environment
- Acts as an internal consultant to departmental staff in the organizational unit implementation and administration, including task delegation
- Responsible for enterprise security, including security assessments, anti-virus, spy ware, management tools and operating system patches to ensure currency and operationally viable
- Develops and monitors technical training and provides guidance and assistance to multiple staff as needed
- Manages and screens the DS Change Management Process
- Develops and enforces City-wide DS policies and procedures
- Diagnoses and resolves DS problems and issues, overseeing/creating of scripts to automate various tasks
- Periodically reviews configurations for operations master roles, sites, trusts, intersite replication and performance and administrative group memberships, delegation roles and assignments to ensure maintenance oversight
- Manages and utilizes the DS test lab
- Manages and maintains Domain Naming System (DNS) and Dynamic Host Configuration Protocol (DHCP)
- Responsible for enterprise disaster recovery procedure development, testing, implementation and maintenance
- Prepares various reports
- Monitors network reviews for unauthorized DS structures
- Ensures inspection of domain controller sites to verify facilities comply with specifications
- Must report to work on a regular and timely basis
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:
Training and Experience: Graduation from an accredited college or university with a bachelor's degree in computer science, business or other related fields, including or supplemented by computer science coursework; and six (6) years experience in computer operating systems software and/or data communications with at least three (3) of the 6 years experience in windows server administration; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of network/operating systems analysis and design methods and techniques; considerable knowledge of windows server administration techniques; considerable knowledge of current windows migration techniques and tools; and considerable knowledge of group and local policies and site routings. Demonstrated ability to effectively employ concepts and techniques of a team matrix environment, ability to supervise a technical staff and deliver milestones on time; ability to effectively communicate verbally and possess excellent documentation skills; demonstrated ability to analyze and solve technical problems; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; occasional

pushing and pulling up to 60 pounds; and may be subject to walking, standing, sitting, reaching, bending, kneeling, crawling, handling, climbing and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certification: Possession of a valid Oklahoma Class "D" Operator's License; and Microsoft Certified Systems Administrator (MCSA) preferred or possession within one (1) year of hire date, maintaining certification currency.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and may require some travel to various City locations to provide computer related assistance.

Class Code: 1132
EEO Code: E-01
Pay Code: IS-48

Group: Clerical and Administrative
Series: Data Processing and Information Services

Effective date: January 12, 2006