

# Mendocino Unified School District

Jason Morse, Superintendent

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<http://mendocinoused.org>

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## **The Position – Mendocino Community Network Manager**

The Mendocino Unified School District (MUSD) Board of Trustees is seeking a qualified individual to manage the day to day business and technical operations of The Mendocino Community Network (MCN), the district's fully owned Internet service provider. The position will afford the successful candidate an opportunity to build on MCN's twenty eight year history of providing quality Internet and phone service to the North Coast and take MCN forward by developing new revenue streams for the business.

### **Selection Criteria**

The following criteria represent the preferred standards to be used in the evaluation of applications and in the selection of the MCN Manager.

#### **Professional Experience:**

- Hands on knowledge working in the technology industry, and preferably the Internet service provider industry, including land line phone service, web and domain name hosting, DSL circuits, and fixed wireless internet.
- Experience in design and building of fiber optic and wireless networks
- Experience with management of network systems; knowledge of Linux based server administration in a production environment is a plus
- Experience in managing a company with over \$1 million in yearly revenues with supervision and evaluation of more than 5 employees, including oversight of customer service
- Experience in working with complex accounting, reporting and tracking systems and presentation of budgeting and business strategy data to committees and boards
- Experience in working in the public sector, particularly reporting to a board

#### **Professional Skills:**

- Thorough knowledge of QuickBooks, Excel, and Microsoft SQL Server and the ability to connect data from these and other sources into unified, coherent budgeting and reporting data.
- Prepares budgets and reports using data from a variety of sources and software programs. Prepares monthly financial statements; presents budget information to the MUSD board each quarter and to the MUSD Business Manager on a regular basis
- Working knowledge of Microsoft SQL and MySQL including writing query statements, stored procedures and jobs to perform automated billing, order tracking and technical tasks.
- Management of network support team regarding equipment purchase decisions, deployment of equipment and services; configuration, control, feature sets, management of servers; deployment of customer access facilities including last mile services to the customer premise
  - Responsible for facilities use and management
  - Develops new services for MCN customers and works well with vendors and competitors
  - Sales and marketing of all services, particularly MCN's Fusion DSL/Landline phone service
  - Participate in rural broadband advocacy, including development of plans for MCN to build next generation Internet facilities
- Supervises and evaluates the MCN staff

- Lead the process of a sale of the business in the event the MUSD Board of Trustees approves a divestiture.

### **Personal Attributes:**

- Has strong interpersonal skills; is accessible and approachable with an ability to listen; is visible in the community as the leader of MCN
- Maintains the highest standards of integrity and professionalism; is honest, trustworthy, straightforward, and follows through on commitments.
- Demonstrates high energy, a positive attitude, and excitement for Internet services.
- Has the talent to inspire others, and to build staff morale and performance
- Has a strong desire to see the benefits of broadband service extended to everyone in the community.

## **The Process**

### **Application Procedure**

The application and this cover letter can be found at <https://www.mcn.org/about/jobs/>

All applications will be held in strictest confidence. In order to be considered, each applicant must provide the following items to the Mendocino Unified School District office by 4:30pm on May 20th, 2022. Incomplete or late application packets will not be considered.

- Completed application form. Please complete the form entirely.
- A brief one to two page personal cover letter stating reasons for your interest in the MCN Business Manager position.
- A resume providing biographical background information about experience and achievements.
- Three current letters of recommendation describing the applicant's performance in previously held positions.

Applications, including all of the items above, should be sent to:

Mendocino Unified School District  
MCN Manager Search  
PO Box 1154  
Mendocino, CA 95460

Applicants wishing additional information may call Superintendent Jason Morse at 707-937-5868 or Erin Placido, Human Resources, at the same number.

A visit to MCN's website, [www.mcn.org](http://www.mcn.org) will provide the applicant with information about MCN and its current services. A screening committee of MCN staff, MUSD administrators, and Board members will evaluate the qualifications of each applicant. Specific criteria will be used for screening, interviewing, and the final decision-making process. **Travel expenses for those candidates selected for interviews will be the responsibility of the candidate.**

## **About The Mendocino Community Network**

The Mendocino Community Network (MCN) grew out of an educational project based learning program started in the Mendocino Unified School District (MUSD), a small K-12 district located on the rural coast of Northern California, approximately three and half hours north of San Francisco in

the summer of 1992. The district received a grant from NASA with help from the Autodesk Foundation. A 56kbps dedicated line was installed in the district in the summer of 1993 for use in the project. The district achieved regional and national recognition for the project which was considered visionary at the time. As the grant came to an end, the communities of Mendocino and Fort Bragg were without dialup access. The original project based learning education program has from the beginning had a community component built into it so it was a natural fit for the district to begin offering commercial Internet Service to the community in the spring of 1994. MCN grew dramatically with the booming demand in dialup service, reaching over 4,000 dialup customers at one point in time. At the same time a robust web and domain hosting platform was developed which today continues to host a large number of domains and websites. In 2004, a fiber optic backbone was installed in the area allowing MCN to offer DSL service. In the fall of 2011, MCN partnered with a regional phone company and began offering its Fusion service with next generation ADSL2+/VDSL service paired with a land line phone. In 2016 MCN added a VOIP offering for both MCN and non MCN customers. In 2021 MCN introduced a Fixed Wireless internet connection in Fort Bragg branded as Open Air Internet.

MCN is wholly owned by the Mendocino Unified School District. The district covers 420 square miles and serves the communities from Caspar on the north to Elk in the south and inland to Comptche. The Mendocino Unified School District has a highly dedicated teaching staff, active and involved parents, and a supportive community.

For more information on the Mendocino Schools and District one can explore the District Web site: <http://mendocinoused.org>

Board of Trustees

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