FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2020

EXECUTIVE DIRECTOR OF NETWORK & SERVER SYSTEMS AND DATACENTER ARCHITECT

FLSA STATUS: EXEMPT - PAY GRADE: 27A

GENERAL STATEMENT OF JOB

The Executive Director of Network & Server Systems and Datacenter Architect is responsible for managing the network and server operations; overseeing maintenance and development of systems, programs, and infrastructure. Responsibilities may include evaluating existing technology to ensure ongoing usability, developing future goals for technology use, designing information systems to meet needs, managing network infrastructure and datacenter design and network asset management. Additionally the Executive Director of Network Systems and Architecture is responsible for the design, development, release and maintenance of technology systems and services for all enterprise business functions.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Directs IT Network and Server Department staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.

Assists with budget preparation and administration, prepares cost estimates for budget recommendations, submits justifications for budget items, monitors and controls expenditures. Develops and maintains vendor relationships. Negotiates contracts and authorizes procurement of related items.

Establish processes to ensure best practices are implemented that will optimize infrastructure and operations costs, improving system performance, and ensuring service-level requirements are met. Regularly reviews IT costs for IT services and products. Creates the operations center and network roadmap and value-map toward its needed future state in support of the college's needs and the ERP and programming environment.

Develops the annual IT network infrastructure strategic plan; provides technical direction in designing, planning, and managing information technologies which includes: network and sever administration; oversees large IT projects; and analyzes various operating procedures to determine methods to capture, report, and process information.

Maintains currency on new technologies and platforms, providing direction on emerging technologies that should be assimilated, integrated and introduced to the College's technology infrastructure. Serves as subject matter expert on network and server technologies and their integration between other IT areas.

Plans, programs, and schedules the allocation of professional and technical personnel on assigned projects and programs to optimize the utilization of staff resources and to maintain maximum effectiveness and efficiency; reviews departmental operations to determine the efficiency and effectiveness of services and/or programs. Facilitates communication across IT teams and to the College in order to drive project completion and communicate changes effectively. Serves on various governance groups.

Supervises activities related to the support, maintenance, and operation of the network system, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings, ensures compliance with federal, state, and local laws, regulations, codes and/or standards.

EXECUTIVE DIRECTOR OF NETWORK & SERVER SYSTEMS AND DATACENTER ARCHITECT

Researches, devises, tests, and deploys operating systems, applications, and firmware patches, upgrades, and new client applications or network services; creates and maintains lifecycle equipment placement plans for workstations and network printers.

Formulates IT standards, policies, procedures and performance processes and measures. Works with IT Security team to maintain compliance and coordinate risk audits of server and network systems.

Identifies and resolves problems in assigned department; ensures consistent application of rules and regulations.

May assume CIO's responsibilities during absence or represent CIO on college, city, statewide or national committees and councils.

Performs other duties of a similar nature or level.

SUPERVISION RECEIVED

Supervision is received from the supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited institution in Information Technology or related field supplemented by five (5) years related experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Positions in this class typically require: reaching, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc.. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to

follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 01/2020