COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: DATA CENTER MANAGER
PAY GRADE: P-14
OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Responsible for managing all operations of the college data center: planning, evaluation, purchase, installation and reliable operation of all computer hardware, networking equipment and system level software. Responsible for the supervising network engineers, system administrators, the information security officer, and desktop support staff.

PREREQUISITES FOR POSITION (Qualification Standards)

1. Education or training: Required A.S. in computer science or a related degree and a minimum seven years of increasing responsibility working with mid-level servers, networks, and PCs.

2. Years of Experience in field: Required minimum of five years experience in all aspects of data center management activities.

3. Special skills or abilities related to position: Must possess good oral and written communications skills. Must possess knowledge and understanding of the principles of modern networking, computing, telecommunications and data center management.

ESSENTIAL JOB FUNCTIONS:

1. Stay abreast of new developments in network hardware and software.

2. Determine requirements for network expansion. This includes the identifying appropriate hardware and software, determinining requirements for network installation or upgrades in renovation or remodeling of existing facilities and recommending service levels and strategies for new facilities. It also includes capacity planning to handle network traffic.

3. Supervise the installation of network and telephone hardware and software. Supervise the configuration and tuning of the network for greater efficiency and dependability.

4. Supervise the maintenance of network security.

5. Evaluate computer and telephone hardware and software needs. Assist with preparation of purchase requisitions.

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REVISED 5-5-2005
REVISED 7-19-2005
ESSENTIAL JOB FUNCTIONS: (Continued)

6. Supervise the installation and repair of microcomputers, printers, telephones and related hardware.
7. Monitor network usage.
8. Schedule and supervise activities of PC desktop support staff.
9. Provide training for PC Technicians and Specialists in troubleshooting and repairing PCs, laptops, and network system equipment.
10. Supervise the maintenance of connectivity between College servers and the College’s network and between the College’s network and external networks such as the Internet and FIRN.
11. Supervise system administration and support for the College’s computers and telephones.
12. Coordinate activities overlapping the responsibilities between data center staff and Help Desk staff.
13. Coordinate technical support to programming staff.
14. Due to the scope of responsibility of this position and the need for the College to communicate both during the weekday and after regular work hours, the employee must possess a cell phone and provide the number to Human Resources, the immediate supervisor, and the Senior Vice President.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to access, input and retrieve information from a computer.
- Up to 44 pounds lifting and carrying.
- Walking.
- Standing.
- Sitting.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)
PRIMARY LOCATION OF JOB: Building 2, Ocala Campus

SUPERVISOR OF POSITION: Chief Information Officer