

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.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards:

1. Education or training: Requires A.S. in computer science or a related degree and a minimum seven years' increasing responsibility working with mid-level servers, networks, and PCs.
2. Years of Experience in field: Requires 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, determining 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.

ESSENTIAL JOB FUNCTIONS (Continued):

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.
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.)

PHYSICAL DEMANDS:

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

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.

PHYSICAL DEMANDS (Continued):

- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

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