

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: INFORMATION TECHNOLOGY MANAGER

PAY GRADE: T-6

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Responsible for managing all operations of the college data centers: planning, evaluation, purchase, installation and reliable operation of all computer hardware, networking equipment and system level software. Responsible for supervising network engineers, system administrators, information security officer, desktop support staff, web developer/communication specialist and help desk personnel.

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: Associate's degree required in computer science; or, a related degree and a minimum seven years' increasing responsibility working with servers, networks, and storage. Preferred IT certifications include but not limited to: Microsoft Certified Professionals (MCP); Project Management Professional (PMP); Certified Information Systems Security Professionals (CISSP); Red Hat Certified Engineer (RHCE); VMware Certified Professional (VCP); CompTIA A+; Oracle DBA; Information Technology Infrastructure Library.
2. Years of experience in field: Five years' verifiable full-time work experience required in all aspects of Information Technology (i.e. servers, networks, and storage) 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 information technology including computer networking, storage, software and virtualization.
2. Determine requirements for network expansion.
3. Supervise the installation, configuration and tuning of network and telephone hardware and software.
4. Supervise IT security.
5. Evaluate information technology hardware and software needs. Assist with preparation of purchase requisitions.
6. Supervise the installation and repair of servers, computers, printers, telephones and related hardware.
7. Schedule and supervise activities of end user technical support and help desk staff.
8. Provide training for PC technicians and specialists in troubleshooting and repairing PCs, laptops, and network system equipment.
9. Supervise connectivity between college campuses and centers' wide area and local area networks such as the Internet and FIRN.
10. Supervise system administration and support for the college's Information Systems (Data Centers, Network, and Telephone).
11. Coordinate activities overlapping the responsibilities between Information Technology (IT) staff and Enterprise Resource Planning (ERP) staff.
12. Coordinate technical support to programming staff.
13. 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 vice president for Administration and Finance.

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

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.
- Work on construction sites and outside when necessary.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Associate Vice President – Information Technology