TITLE: Managing Director of Networks and Infrastructure

DEPARTMENT: Information Technology

FUNCTION: Provide strategic direction and leadership for the College’s technology infrastructure. Plans, implements and manages the technology infrastructure with particular focus on distributed systems, network, access control and telecommunications for advancing the academic mission of the College. Ensures the College’s technology infrastructure is designed to support new initiatives, assuring alignment with Information Technology Services (ITS) and College goals.

REPORTS TO: Executive Director of Information Technology

SUPERVISES: Technical Systems Manager and Network Administrators.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Partners with ITS Leadership Team to plan strategies and goals for the division; develops strategic short and long term plans of the College’s data and voice network services and infrastructure.

2. Directs Network and Telecommunications Services; provides leadership and guidance for the groups providing design/architecture, installation, maintenance, operation and support for the campus-wide data and voice network services and infrastructure, including campus network connections to external partners and providers. Ensures the delivery of a suite of high quality network services.

3. Develops and implements appropriate professional technical development training programs for employees insuring skills are current and support the achievement of ITS goals and objectives.

4. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College’s Outcomes Assessment Program.

5. Prepares, track, monitors, and adheres to an annual budget.

6. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off, and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
7. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.
8. Performs additional tasks or duties as assigned by the Executive Director of Information Technology or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has knowledge of the following technical environments; Cisco networking; Microsoft and Unix server systems; Exchange, AD, LDAP, SQL Server, SharePoint, domains, DHCP, DNS, hosts files, SAN/NAS, backups: telecom, VOIP, mobile/cellular technologies; anti-virus, anti-spam products and network and systems security. Has proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:
   - Leadership
   - Managing People
   - Communication
   - Customer and Student Focus
   - Building Relationships
   - Organizing
   - Planning

Education: Bachelor’s Degree in Information Technology or related field of study required; Master’s Degree in same preferred.

Experience: Minimum of 5 years of overall experience in an Information Technology position. Requires experience designing and architecting large scale, highly available networks and systems. Background should include project planning; supporting server technologies in VM Ware, Linus, Unix, or Windows Operating Systems; developing IT-related policies (e.g., security, storage, etc.); and overseeing security programs and protocols.

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Submitted by: _____________________ Date: ____________
Name/Title

Approved by: _____________________ Date: ____________
Name/Title

Reviewed by: _____________________ Date: ____________
Human Resources
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