



Job Description

Job Title:	Project Lead Infrastructure	Grade:	N
Department:	Information Technology	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Performs a variety of complex technical and administrative tasks related to planning, implementing and maintaining the campus's data infrastructure and IP networking system. Will provide technical direction to analysts ensuring the successful operation of network infrastructure between and at all college campuses. Responsible for administration of a wide variety of infrastructure systems, networking equipment and communication devices running on Windows 2008 R2, Linux & Solaris. Will also engage in consulting, and technical projects which involve Infrastructure Technologies Services delivery to College staff and students.

Characteristic Duties and Responsibilities:

1. Creates project plans for every project detailing the expected level of effort and time required
2. Executes project plans by properly communicating plan to the team members and any other staff.
3. Provides leadership to the team in success of meeting project goals. Responsibility includes delegation and review of work, and providing training as necessary.
4. Creates detailed specifications in accordance to the requirements.
5. Contributes to team mission, and promotes a team focus for other team members.
6. Accepts responsibilities for completeness and final quality of own work as well as the work of the team.
7. Provides proper communication, support and assist with implementation of new features or services.
8. Researches new techniques in the development of systems and be knowledgeable of current trends and strategies in field or work.
9. Assists with coordination and planning of projects.
10. Other duties as assigned.



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Reporting Relationships:

Direction Received: Reports to the Executive Director of Technology Infrastructure Systems

Direction Given: Provides direct supervision as a first line supervisor to assigned professional and support staff

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution in Information Technology or related and at least 4 years of related experience in networking and infrastructure systems. Valid driver's license required.

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of Installation and repairs of networking and infrastructure systems
Excellent communication skills
Knowledge of the 'state of the art' software
Knowledge of premise cabling design and software
Knowledge of enterprise Networks
Good management skills

Working Conditions:

Typical office environment; may require lifting, carrying, bending, twisting, pushing, kneeling, stooping, and reaching overhead. Travel between campuses is required. Occasionally out of town travel may be required.