Executive Director of Network Infrastructure & IT Security Officer

Department: Information Technology	**Approved Date:** 7/6/17
Reports To: Chief Information Officer	**Team:** Information Technology
FLSA Status: Exempt ☒ Non-Exempt ☐	**Part-time** ☐ **Full-time** ☒
Compensation: Grade B17	**Employee Group: Administrator**
Contract or Grant Funded: Yes ☐ No ☒	**Pre-Hire Drug test:** Yes ☐ No ☒
	Fingerprinting required: Yes ☐ No ☒
	Essential Personnel: Yes ☒ No ☐

Anticipated work hours:		
☒ **8:30-4:30 Monday to Friday**	☐ **Evenings**	
☐ **Other ___:___ to ___:___ _____ to _____**	☐ **Weekends**	
	☐ **On call**	

Position Summary:

The Executive Director of Network Infrastructure & IT Security Officer leads the operations and maintenance of the College network infrastructure and related resources, manages technology-related projects, and serves as the IT Security Officer (ITSO) for the College. The position provides the leadership, management, and supervision of the Network Infrastructure staff and is responsible for supporting Microsoft Windows Servers, Active Directory, network infrastructure, disaster recovery, network security, and telecommunications systems. This position will collaborate and communicate with others in the IT department and the College community and will share the College IT security vision as well as solicit involvement in achieving higher levels of security.   The Executive Director must be innovative leader who can create and inspire open communication and team cooperation by building consensus within the IT department and with external stakeholders. This position reports to the Chief Information Officer, is an essential personnel position, and as such will provide on-call emergency services for the campus as described in the essential duties and responsibilities.

Essential Duties and Responsibilities:

The following are the functions essential to performing this job:

1. Provide vision and goals for existing and future College wide networks, systems, and network applications.
2. Make recommendations for College wide systems to the Chief Information Officer.
3. Direct systems design, deployment, and implementation of the technology infrastructure for the College and coordinate with other College departments and external vendors as necessary.
4. Provide leadership and administrative oversight in the development and management of project-based budgets for the Network Infrastructure area.
5. Develop thoughtful IT solutions by combining technical knowledge with creativity and agility.
6. Develop business continuity, disaster recovery, and backup plans that ensure data availability and integrity. Collaborate with the CIO and Director of College Safety and Emergency Preparedness on designs, testing, and routine updates to these plans.

7. Oversee the deployment, integration, and initial configuration of all new network and IT security solutions and of any enhancements to existing solutions in accordance with standard best operating procedures generically and the College security documents specifically.
8. Maintain up-to-date knowledge of the IT security industry including awareness of new or revised security solutions, improved security processes, and the development of new attacks and threat vectors.
9. Conduct research on network and security products, services, protocols, and standards in support of network and security procurement and development efforts.
10. Negotiate with vendors, outsourcers, and contractors to secure network and security products and services.
11. Create and maintain the College information security architecture design.
12. Perform network architecture, engineering, and capacity planning.
13. Alongside the CIO develop, implement, and maintain policies and procedures for the information security and network resources available at the College.
14. Working with the CIO, develop and manage the IT budget for College wide network related systems.
15. Supervise and evaluate staff within the Network Infrastructure function of IT.
16. Provide leadership in the development and implementation of employee development plans for staff and advocate for adequate resources to support essential training of staff.
17. Keep abreast of emerging legislation as it relates to network, telecommunications and information security, and ensure compliance with associated governmental, regulatory, and membership organizations' policies and procedures (e.g., CALEA, Red Flag, FERPA, PCI, etc.).
18. Develop, document, and oversee implementation of network practices, standards, "as built" diagrams, network segmentation and configuration, and security operations support at the College.
19. Develop policies and procedures (including a security policy in accordance with State/federal laws) concerning network and telecommunications services.
20. Assess and communicate vulnerabilities in the College network to the CIO.
21. Demonstrate skills, knowledge, and behaviors that contribute to the development of an inclusive climate that values and promotes diversity.
22. Provide high level of customer service to the entire College community and keep the College community informed of network and systems downtime, changes, and new services.
23. Inform the Chief Information Officer of trends and issues in the areas of IT security, network infrastructure design, and telecommunications.

Required Minimum Qualifications:

1. Bachelor's Degree
2. Three years of leadership/supervisory experience in Information Technology

Desired Qualifications:

1. Master's degree in Computer Science, Business Administration, Information Systems, Information Technology, or Computer Engineering
2. Experience in Higher Education
3. Five years of leadership experience in Information Technology
4. Industry IT Security Certification (e.g. CISSP, GIAC)
5. Progressive experience managing or leading networking and security teams
6. Knowledge of IT project management principles as they relate to complex infrastructure projects that tie in multiple internal and external parties
7. Extensive knowledge of local and wide area network administration
8. Advanced experience of Microsoft Core Infrastructure Windows Servers (e.g. Microsoft Active Directory, Group Policy Objects)

9. Experience with managing VMware environments
10. Experience with managing Telephony environments
11. Excellent critical thinking, analytical, problem solving, organizational, and negotiation skills
12. Excellent oral and written communication skills
13. Knowledge and awareness of current trends and issues in higher education related to Network Infrastructure and IT Security
14. Ability to use varying styles and approaches that reflect an understanding and acceptance of the role of culture in a diverse, multicultural workplace

*Note: **The College reserves the right to change or reassign job duties, or combine positions at any time***