

# SCHOOL DISTRICT OF SARASOTA COUNTY

## JOB DESCRIPTION

### MANAGER, INFRASTRUCTURE AND SYSTEM ADMINISTRATION

**SALARY SCHEDULE: ADMINISTRATIVE - I**

**COST CENTER: INFORMATION TECHNOLOGY (9020)**

#### QUALIFICATIONS:

- Bachelor's Degree in a technology- or business-related field or an equivalent combination of training and experience. Master's Degree preferred.
- Demonstrated success managing, working with, and through people in establishing goals, objectives and action plans to achieve district goals.
- Minimum of eight years of progressively responsible experience in a large, complex, computing environment including in-depth knowledge of industry best practices in the areas of email systems, hardware/software relationships, directory services and server administration. Experience must have occurred within the last ten years.
- Demonstrated knowledge of best practices related to implementing and maintaining enterprise level server infrastructure.
- Current experience with the implementation and management of devices on a distributed infrastructure. Expert knowledge of the field's concepts, practices, and procedures.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and commitment to decision-making and accountability for results.
- Knowledge of School Board rules and regulations related to assignments.
- Ability to work and communicate effectively as part of the team to facilitate the implementation of enterprise applications that achieve district goals.
- Ability to plan, organize and prioritize assignments.
- Ability to prepare and manage budget.
- Ability to balance several job functions at one time and work under a heavy workload.
- Ability to work cooperatively and collaboratively with other departments and agencies.
- Ability to communicate effectively, both orally and in writing.
- Skills in personnel management, interaction and supervision techniques.

#### REPORTS TO:

Director, Information Technology

#### JOB OBJECTIVE:

To manage and lead the System Administration staff in planning, prioritization, design, integration, development, enhancement, implementation and on-going management of the district's enterprise infrastructure architecture including enterprise-level computing, server, and storage services; data center services and related activities.

#### SUPERVISES:

Systems Engineer  
System Administrator Coordinator  
System Administrator

#### PERFORMANCE RESPONSIBILITIES:

- Demonstrates a professional code of ethics and values.
- Manage all functions and services within the infrastructure consistent with district priorities and expected outcomes.

## **MANAGER, INFRASTRUCTURE AND SYSTEM ADMINISTRATION (Continued)**

- Manage the implementation of technological initiatives identified as necessary for compliance with state statute, school board policy, and in support of administrative computing needs.
- Respond to internal and external customers in a timely, accurate, courteous, and empathetic manner representing Sarasota County School Board and the IT Department in a positive light.
- Provide expertise and support to the schools and district to meet enterprise applications and computing needs.
- Responsible for determining current and future enterprise infrastructure needs..
- Establishes overall technical architectures, requirements and standards; oversees on-going system and data center operations; appropriate performance monitoring, and continuous improvements.
- Provide leadership working with assigned staff through mentoring, coaching, and communication of work priorities.
- Make frequent visits to schools for first-hand knowledge of system successes and challenges.
- Ensures the District's computational, server, storage, middleware operate in an integrated and holistic fashion to support the District's many applications and business processes.
- Assist with development of budget estimates.  
Models the routine, intentional and effective use of technology in daily work, including communications, organization, and management tasks.
- Direct, manage, lead and evaluate staff in terms of their performance responsibilities and productivity in achieving IT and the District's goals and objectives.  
Develops, maintains, tests and evaluates the appropriate disaster recovery and business continuity plans for all components of the District's IT Infrastructure.
- Assist in research / clarification and resolution of issues and problems.
- Demonstrate initiative in the performance of assigned responsibilities.
- Provide for a safe and secure workplace.
- Follow attendance, punctuality and proper dress rules.
- Maintain confidentiality regarding school matters.
- Maintain positive relationships and communicate effectively with staff and vendors.
- Participate in workshops and training sessions as required.
- Prepare all required reports and maintain all appropriate records.
- Follow all School Board policies, rules and regulations.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

### **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### **Job Description Supplement No. 10**