



## IT Infrastructure Services Director

**Job Code:** 6855

**Salary Grade:** S13

**FLSA Status:** Exempt

*The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.*

### Duties and Responsibilities

Leads IT infrastructure operations and strategy across the institution, shaping long-term technology direction and policy. Builds enterprise infrastructure plans, allocates resources across multiple functional areas, and represents IT infrastructure to senior leadership.

- Directs enterprise-wide IT infrastructure strategy, including systems administration, networking, and end-user computing.
- Shapes institutional technology policy and sets long-term infrastructure priorities.
- Leads IT infrastructure budget planning and resource allocation across all functional areas.
- Develops personnel strategies addressing hiring, retention, and professional development for infrastructure staff.
- Represents IT infrastructure in senior leadership forums and cross-functional strategic planning.
- Evaluates emerging technologies and determines enterprise-wide infrastructure procurement strategy.
- Establishes disaster recovery and business continuity plans for institutional IT infrastructure.
- Negotiates and oversees major vendor contracts and enterprise licensing agreements for infrastructure services.
- Performs various duties as needed to successfully fulfill the function of the position.

### Minimum Qualifications

**Education:**

- 8 years of IT infrastructure experience

**Experience:**

- Bachelor's degree in Information Technology, Computer Science, Information Systems, or related field

**Certifications or Licenses:**

- none

**Verification of education and licensure (if applicable) will be required if selected for hire.**

### Knowledge, Skills, and Abilities

- Strong leadership and strategic planning skills.
- Excellent communication and interpersonal abilities.
- Knowledge of enterprise networking, cloud infrastructure, virtualization, and cybersecurity frameworks.
- Ability to manage multiple priorities and complex technical projects.
- Strong analytical, problem-solving, and decision-making skills.
- Ability to foster collaboration across departments and technical teams.

### Working Conditions

- Office environment with occasional after-hours support responsibilities.
- May require participation in on-call rotations or emergency response situations.
- Occasional travel may be required.

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