



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: SENIOR MANAGER - INFRASTRUCTURE

QUALIFICATIONS:

1. A Bachelor's Degree from an accredited college or university with a major in one of the computer sciences **OR** High school diploma and at least ten (10) years in infrastructure technologies.
2. At least five (5) years' experience of progressive leadership.
3. K-12 school district knowledge, preferred.

PHYSICAL REQUIREMENTS: Light

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *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.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

PERFORMANCE RESPONSIBILITIES:

1. Leadership – a senior leader who acts in a matrixed fashion to deliver departmental and district goals; develops subordinates' skills and encourages growth; effectively influences actions and options of others; provides regular performance feedback.
2. Project Delivery – works with business departments to coordinate resources to deliver projects as per agreed timelines; prioritizes and plans work activities; adapts for changing conditions.
3. Financial acumen – understands the sources of departmental budgets, manages regular spend and able to influence budget increases or decreases; works within approved budget.
4. Problem Solving – identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; uses reason when dealing with emotional topics.
5. Getting things done – takes calculated risks to accomplish departmental goals; sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; asks for and offers help when needed.
6. Security/Risk Awareness – implements policies, plans and procedures designed to provide reasonable assurance technology risks are managed appropriately.
7. Displays original thinking and generates creative solutions; designs workflows and procedures; translates concepts and information into images.
8. Vendor relationship – solicits from vendors, validates terms/prices and submits for approval hardware/software purchases.
9. Directs technological research by studying organization goals, strategies, practices and user projects.
10. Preserves assets by implementing disaster recovery and back-up procedures and information security and control structures.
11. Maintains a secure network, network operating system, peripheral hardware, print services and all network software.
12. Assures system availability through disaster recovery procedures.
13. Assures compliance with software licensing requirements and maintains inventory or software licenses.
14. Manages installation of software on network and personal computers.
15. Manages team that provides user support for software-related or hardware-related issues.
16. Approaches others in a tactful manner; reacts well under pressure.
17. Provides excellent customer service.
18. Utilizes strong organization, time-management, problem solving, troubleshooting and communication skills.
19. Performs responsibilities outside normal business hours if required.
20. Performs other duties as assigned.

TECHNOLOGIES:

1. FOCUS Student Information System, PowerSchool ERP
2. Cloud implementations (Azure, Google, AWS)
3. Help Desk ticketing systems (Manage Engine, ServiceNow)
4. Data warehouse/integration (SSIS, SSRS, PowerBi, Cognos)
5. Office, G-Suite for Education

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in Current Salary Placement Schedule 2.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.



Reviewed by Dept. of Human Resources

Revised: APPROVED FEB 23 2021
Adopted by Bay District School Board: 12/08/20

Bay District Schools is an Equal Opportunity Employer