Job Title: Assistant Director, Information Technology

GENERAL DESCRIPTION:
Responsible for assisting in directing the day to day administrative and managerial activities of the Information Technology department and ensuring that appropriate technology is available for students, faculty and staff. Assist the director during major projects and activities. Work is performed under the general direction of the Director, Information Technology.

ESSENTIAL JOB DUTIES:
1. Coordinates instructional and administrative use of technology equipment and programs.
2. Assists the IT Director with infrastructure planning and project coordination for the Enterprise Resource System (Banner), and its related architecture; the installation of Banner and Oracle software, and the installation of other related software on College network servers, or hosted solutions.
3. Supervises, evaluates, trains and schedules work assignments for all Information Technology staff, in the absence of the Director.
5. Assures that all servers and networking equipment on campus is maintained in good operating condition, and that the latest patches and updates have been applied.
6. Oversees all functions of the Helpdesk.
7. Supervises Technical Assistants.
8. Serves as the Information Security Manager providing appropriate security and access controls as defined in the FKCC Security Standards and Guidelines manual, in absence of the Director.
9. Works with Administrative department Directors.
10. Maintain enterprise licensing.
11. Participates in the IT department's efforts, activities and responsibilities with regards to SACS accreditation and reaffirmation.
12. Assists in all College recruitment & retention efforts as appropriate.
13. Required to attend all Graduation/Commencement ceremonies.
14. Additional duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

KNOWLEDGE, SKILLS AND ABILITIES:
- Bachelor's degree in a related field preferred.
- A minimum of five (5) years related work experience, at least two years of which must involve administrative responsibilities.
- A minimum of one (1) year of supervisory experience preferred.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications)

KNOWLEDGE, SKILLS AND ABILITIES:
- Ability to manage others in a highly technical work environment.
- Knowledge of the operation and support of computers, local area networks.
- Knowledge of Windows and Linux Servers.
- Demonstrated expertise, or the ability to obtain expertise in the near term, is required for the following:
  - VMware vSphere
  - Active Directory Services
  - Oracle and BANNER software
• Demonstrated competence, or the ability to obtain competence in the near term, is required for the following:
  Meraki Security Appliance
  Nortel PBX
  Veeam Backup & Replication
  Office 365
• Demonstrated competence with Meraki Wi-Fi and Switch experience is required.
• Knowledge of PKI, digital certifications, & security tokens is required.
• Ability to understand and follow complex and written instructions.
• Ability to convey complex information to others in training situations.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS
• None

PHYSICAL SKILLS:
• None

ENVIRONMENTAL CONDITIONS:
• Works inside in an office environment
  (Reasonable accommodations will be made for qualified individuals with a disability)

Revised 01/2015

SALARY: $41,271 -$45,398 annualized
CLOSE DATE: Open until filled
TO APPLY: Submit all materials electronically to hr@fkcc.edu

Employment Consideration Requirement: Completed FKCC Application Form, Cover Letter, Resume, Official Post-Secondary Transcripts (Copies Acceptable, if applicable) and three letters of reference.

Florida Keys Community College is an equal access/equal opportunity institution. Discrimination/harassment on the basis of color, race, ethnicity, genetic information, sexual orientation, religion, gender, age, national origin, marital status or disability in admission to, or employment in, its education programs or activities is prohibited. Please report any form of discrimination/harassment immediately to the College’s Equity Coordinator:

Lori Kelly
Director of Learning Resources and Student Success
5901 College Road
Office A205A
Key West, Florida, 33040
(305) 809-3501

Or to the Office for Civil Rights of the U.S. Department of Education.