

JOB INFORMATION

Effective Date	6/23/2021
Job Code:	3909
Job Title:	Dir Sys Networking Infrastructure
Salary Grade/Structure:	007 - Computing
Career Level Name:	M3 - Middle Manager
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Information Technology
Job Family:	Networking & System Infrastructure
Job Summary	The position is responsible for the overall availability and functioning of the university server and network environment. The position provides direction to the Systems and Networking staff to ensure that the university infrastructure is meeting management and user expectations. The position is responsible for the evaluation and planning of future server and network technology acquisitions and implementations. The Director of Systems and Networking Infrastructure will also partner with other internal leaders to design and implement university-wide innovation initiatives.

COMPETENCIES

Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	in Management Information Systems	Required	or
Master's Degree	in Management Information Systems	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Progressive	Four years' experience managing personnel responsible for the installation and maintenance of Windows based servers Four years' experience managing personnel responsible for the installation and maintenance of enterprise network equipment support. Four years' experience managing personnel responsible for a Storage Area Network (SAN) or equivalent. Five years' hands-on experience installing and upgrading Windows Server operating system or Linux. Four years' hands-on experience managing Exchange for enterprise email environment.	Required	or

Work Experience

Experience	Experience Details	Required/ Preferred	
	Four years' hands-on experience managing a Storage Area Network (SAN) or equivalent. One year experience with Office 365.		
Progressive	and demonstrated experience in knowledge areas(s) and considerable Supervisory experience (Typically 4+ years Supervisory/Leadership experience)	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Comprehensive knowledge and experience with all aspects of computer, telecommunication, and data base technologies and their use in an on-line client server environment.	Proficient
• Experience in Project Management and successful implemetations of enterprise software.	Proficient
• Experience in managing server management and network management staff.	Proficient
• Highly-developed analytical and problem-solving skills.	Proficient
• Excellent oral and written communications skills. Excellent presentation skills.	Proficient
• Proven leadership and organizational skills using a team-building and consensus management style.	Proficient
• Expertise in computer hardware, software, and peripherals related to developing and maintaining enterprise applications in a client server environment	Proficient
• Skill and experience in technical training and writing.	Proficient

JOB RESPONSIBILTIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

Essential Function	% TIME
• Lead and direct the Infrastructure staff in planning, acquisition, and management of network and computing support systems..	30%
• Lead and direct the Infrastructure staff to develop processes and procedures to maintain infrastructure availability and performance to meet management and user expectations in addition to facilitating the accomplishments of the University and Institutional Strategic Objectives.	30%
• Maintain an up-to-date knowledge of technology and its applications in a higher education environment. Participate in global, national, state, regional, and local organizations for coordination, communications, and cooperation and to also develop and report all relevant metrics associated with the University and Institutes Strategic Plan.	10%
• Work with UHCL Project Office and departments to identify and implement new technology	10%
• Develop processes and procedures for managing the university enterprise technology resources.	5%
• Ensure that the technical staff if kept abreast of new technologies and maintains and adequate level of expertise through proactive training initiatives.	5%
• Assist senior and department managers with the budgeting, planning, and acquisition of new computer technologies.	5%

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Work with University of Houston Information Technology to implement new technology and maintain interoperability and common integrations. 	5%
<ul style="list-style-type: none"> Perform additional duties as assigned 	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description