***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Director, Infrastructure Services & Planning**

Job Family: Information Technology Sub Family: IT- Systems Infrastructure

**Job Summary:**

Manage a central computing infrastructure environment for all enterprise computerized systems, supported under a specific operating system, at the central computing facility. Manages the core competencies required of infrastructure support staff that best meets the needs of end users. Assist in strategic planning of infrastructure services. Collaborate with upper level administrators and other directors within the business unit and throughout the campus in order to ensure the delivery of high quality service.

**Essential Functions:**

* Assists in the development of an ongoing strategy for acquiring, maintaining and optimizing the central technical infrastructure to ensure the needs of the campus are being met, cost of ownership is minimized, and maintenance is as simple and cost effecti
* Possess an expert level understanding of the trends in hardware, operating systems, and general computing architecture in order to advise senior management in major decision making.
* Provides direction and leadership for the infrastructure resources, under their supervision, and maintains their efficient operation.
* Coordinates departmental operational issues associated with hardware & software resources necessary for installations and upgrades.
* Partners with campus upper level administrators and IT directors in order to meet the campus user needs and objectives with the capabilities of Center for Information Technology Services (CITS).
* Directs and manages support staff in day to day operations, including recruitment, supervision, scheduling, development, evaluation, and disciplinary actions.
* Maintain effective communication, both oral and written, with the campus by conferring with business unit and campus leadership on issues pertaining to the promotion and understanding of the departmental functions.
* Proactively represent the department through participation in campus meetings and special projects.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Information Technology, Computer Science, Systems Administration, Computer Engineering or a related field.

Experience: Six (6) years progressively building a background in the various departmental functions

Supervisory: Three (3) years in Management/leadership roles.

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E0774J

SOC Code: 113020 IPEDS: Management

EEO6 Code: Executive/Admin/Managerial State Code: 9445011

USM eCode: E2307J AAP Code: 1C