

Job Description

Position Title: Program Manager, Data Center

Job Group: Information Technology

Job Level Group: Professional-Senior

FLSA Status: Exempt

Salary Grade:

Position Summary:

The Program Manager, Data Center develops and maintains all areas of the Center of Excellence. Designs, installs, and oversees student run data center. Architects, installs, and maintains the Cyber Security Operations Center. Coordinates student volunteer staff and activities. Develops and coordinates on campus activities with the Arizona Cyber Warfare Range. Develops and coordinates Community outreach and events.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Develops and maintains Center of Excellence including Data Center, Cyber Security Operations Center, and Cyber Range Systems.
2. Architects, installs, and maintains the Cyber Security Operations Center including Windows, Linux, Virtual Desktop Infrastructure, Network, and Security systems including firewalls.
3. Builds, installs, and prepares student run Data Center.
4. Plans, organizes, and supervises activities for student volunteers at the Center for Excellence and Cyber Security Center.
5. Directs activities with the Arizona Cyber Warfare Range (on campus) including systems that are used by Pima on the range.
6. Develops hands-on instructional systems and environment solutions.
7. Coordinates student and community relationships and activities virtually and in person.
8. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of computer and network operating systems
2. Knowledge of applicable hardware, software, and peripheral equipment relevant to assignment
3. Knowledge of project management principles, processes, and techniques
4. Skill in verbal and written communication with the ability to explain technical concepts to audiences with a wide range of technical skills

5. Ability to apply analytical and critical thinking skills with the ability draw conclusions and prepare accurate reports of results
6. Ability to work with independently as well as in a team environment

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Networking, Security Systems, or a closely related field of study preferred.
 - Three (3) to five (5) years of related experience with operating systems and networking concepts required.
 - Five (5) to eight (8) years of related experience with cross industry experience in multiple technologies preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required