Title: Infrastructure Project Manager Information Technology

GENERAL DESCRIPTION

The essential function of the position within the organization is to manage and lead complex District information systems projects from planning through execution, providing management and monitoring of the infrastructure environment. The position is responsible for efficiently and accurately planning, defining, and managing the information technology project activities of the District, performing related hands-on management and technical tasks as assigned. The position works under general supervision, independently managing project execution through district project management standards and best practices.

Primary Duties:
This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Develop project objectives, milestones, and deliverables and manages IT project execution using district project management standards and IT best practices and provides solutions to project-related issues to ensure project continuity and adherence to project scope.

Plans, defines, and manages District IT projects through completion and post-production deployment, including the design of digital infrastructure and enterprise systems for the use of current and future technologies. Plans and forecasts future technology, capacity and bandwidth requirements.

Active monitoring of the overall IT systems to ensure availability and high performance of delivered IT services and provides technical support for complex hardware and software issues that may arise.

Serves as Systems Administrator for digital infrastructure and enterprise systems, which includes physical and virtual servers and local and cloud-based storage, including managing all aspects of hardware and software assets, patching, upgrades, and performance monitoring.

Working with the Information Specialist, leads and executes the project requirements for all IT-related bids and proposals and manages external vendors for project execution according to the proposal and project deliverables.

Works with district leadership, school administration, technical resources, and other departments to identify project participants and team members, and prepares and presents executive project reports, including managing project dashboards.

Defines post-project production deliverables, including support model and SLAs, priority and configuration item definitions, knowledge base and training, refresh cycle, and funding.

Protects and responds to systems and environmental threats or emergencies causing outages or disruption in service. Receives and responds to escalation IT request in areas of responsibility in a timely and professional manner.

Attends training, seminars and meetings as required to maintain and enhance job knowledge, certifications, and skills.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

"*Data Responsibility*" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

People Responsibility:

"*People Responsibility*" refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people in achieving task completion. Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility:

"*Assets Responsibility*" refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate amounts of money.

Mathematical Requirement:

"*Mathematics*" deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

Communications Requirements:

"*Communications*" involves the ability to read, write, and speak.*

Reads journals and manuals; composes specialized reports and business letters using proper format and grammar; speaks to groups of coworkers and people outside the organization.

Complexity of Work:

"_Complexity of Work" addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures._

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

Impact of Decisions:

"_Impact of Decisions" refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals._

Makes decisions with serious impact - affects most units in organization and may affect citizens; probability of loss of life and/or damage are likely.

Equipment Usage:

"Equipment Usage" refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Coordinates the handling of machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

"_Safety of Others" refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public._

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

"_Education Requirements" refers to job specific training and education required for entry into the position._

Degree in a related field, graduation from a certified or technical program, appropriate industry certification.

A comparable amount of training, education and/or experience can be substituted for the minimum qualifications.

Licenses Certifications Registrations Required:
"_Licenses, Certifications, and Registrations" refers to professional, state, or federal licenses, certifications, or registrations required to enter the position._

Appropriate State of Florida professional certification as required and applicable.

Experience Requirements:
"_Experience Requirements" refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position._

Requires four (4) years project management experience.

Requires four (4) years Windows Server experience and two (2) years Virtual Machine (VMware) experience.

A comparable amount of training, education and/or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:
"_Physical Demands" refers to the requirements for physical exertion and coordination of limb and body movement._

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment.

Unavoidable Hazards:
"_Unavoidable Hazards" refers to unusual conditions in the work environment that may cause illness or injury._

The position is exposed to bright/dim lights, dust or pollen, electrical shock, heights.

Sensory Requirements:
"_Sensory Requirements" refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently._

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color and depth perception.

MONROE COUNTY SCHOOLS
POSITION DESCRIPTION

Title: Infrastructure Project Manager Information Technology

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:
Annual Contract

Reports To:
Director Information Technology

Supervises:
N/A

PAY GRADE: From: DAB To:
Exempt
Number of Months: 12 Number of Days: 254 Hours: 8

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____

Board Approved 3/25/2025