

**Berkeley County Government**

**JOB OPENING – EXTERNAL POSTING**

**INFRASTRUCTURE DIVISION MANAGER (PS101442)**

**DEPARTMENT: INFORMATION & TECHNOLOGY SERVICES**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** Consult with IT staff, Elected Officials, Department Directors, supervisory staff, consultants and vendors to gather information about program needs, objectives, functions, features and input/output requirements. Supervision of the Infrastructure Division staff including evaluation, training, resource allocation, and mentoring. Hiring, firing and discipline of direct reports as necessary, with input from the Information & Technology Services Director. Manage the architecture, design, planning, organization and implementation of county IT infrastructure. Manage support of servers (physical and virtual), storage, desktops (physical and virtual), data networks, and security. Develop and lead technical teams, build budgets, and as needed provide hands on technical support. Ensure the stable operation of the County's IT computing, storage, network technology platforms. Manage the day to day data backups and disaster recovery initiatives. Responsible for obtaining from subordinates and cataloging infrastructure configurations, procedures, and best practices implemented. Responsible for end user customer satisfaction from the desktop perspective. Communicate with other departments and vendor support services to report and resolve software, hardware and operations problems. Research and evaluate new system related technologies, installing and testing upgrades, collecting and analyzing system function and memory utilization. Maintain contractor provided application systems including support and oversight. Perform other duties as assigned.

**QUALIFICATIONS:**

Bachelor's Degree in a related field and six (6) years related experience in business or government IT; or Associates degree in Computer Science or related discipline, with a minimum of eight (8) years' experience in business or government IT; or equivalent combination of education, training, and experience.

Three (3) years supervisory/team leadership experience required.

Excellent oral and written communications skills are required along with the ability to produce procedures and technical reports required.

Cisco CCNA certification preferred.

Demonstrated analytical skills to resolve and prevent problems by determining root causes through investigation and taking action to resolve current and prevent future issues required.

Understanding of services related to infrastructure solutions including, but not limited to, laptops, desktops, printers and scanners, A/V equipment and solutions, switches, routers, firewalls and storage solutions required.

Ability to analyze new technologies and their impact on the County by determining if the new technologies improve performance, reduce cost, reduce manpower, etc. required.

Demonstrated ability to motivate mentor, motivate, and educate subordinates required.

Must be organized, detail oriented, and multi-tasking.

Departmental testing may be administered during interview.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

**PHYSICAL REQUIREMENTS:**

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**SAFETY INFORMATION/DUTIES:**

Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks and ensures that subordinate staff meets these same safety requirements which may include taking corrective action.

**HOURS OF WORK:**

**This position is classified as exempt and reports directly to Information and Technology Services Director.** Thirty-seven and one half (37.5) hours per week. Monday through Friday from 9:00 a.m. until 5:00 p.m. with the ability to work flexible hours when necessary. Will serve in a departmental on-call rotation for emergencies. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website [www.berkeleycountysc.gov](http://www.berkeleycountysc.gov) and follow the prompts. For questions, contact Human Resources at 843-719-4163. Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

**Infrastructure Division Manager - Grade C42**  
**Entry Level Bi-Weekly Range: \$2300.20 - \$3680.32**

**Date of Posting: 01/10/2017**  
**Closing Date: Subject to close at any time.**

**BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.**

**All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.**

***APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.***