

Manager, IT Infrastructure  
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=194684>

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Posted Sep. 19, 2022, set to expire Jan. 13, 2023

<b>Job Title</b>	Manager, IT Infrastructure
<b>Department</b>	Information Technology
<b>Institution</b>	Foothill-De Anza Community College District Los Altos Hills, California
<b>Date Posted</b>	Sep. 19, 2022
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Information Technology
<b>Apply Online Here</b>	<a href="https://apptrkr.com/3452389">https://apptrkr.com/3452389</a>
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<b>Job Description</b>	

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**Manager, IT Infrastructure**

HR EMPLOYMENT/CAREERS

**Initial Review Date: 04/18/22\*\*; Next Review Date: 6/13/22\*\*; This position is now open-until-filled\*\*.**

**\*\*Any complete applications received after the review date will only be forwarded to the hiring committee at their request.**

**The Foothill-De Anza Community College District is currently accepting applications for the management position above.**

**SALARY GRADE:**

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**Full Salary Range:** \$108,258.75 - \$152,330.94 annually\*

\*Actual placement is based on applicant's verified education and experience (**Customary Hiring Range \$108,258.75 - \$119,355.27 annually**). In addition, candidates with verified educational units beyond the minimum qualification may qualify for additional pay, up to \$564 per contract month.

**Foothill - De Anza Community College District Mission Statement:**

The mission of the Foothill-De Anza Community College District is student success. We are driven by an equity agenda and guided by core values of excellence, inclusion, and sustainability. Every member of our district contributes to a dynamic learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. We are committed to providing an accessible, quality undergraduate education dedicated to developing a broadly educated and socially responsible community that supports an equitable and just future for California.

**POSITION PURPOSE:**

Under the direction of the ETS Associate Vice Chancellor, Networks & Client Services, acts as ETS' representative to oversee, plan, organize, and direct the implementation of the ETS Infrastructure Standards; ETS participation in district and college construction and facilities projects, the work of telecommunications contractors, subcontractors, design professionals, and consultants. The Infrastructure Manager directs liaison activities and collaboration between ETS and bond program and project managers, district Facilities, college representatives, project stakeholders, contractors, subcontractors, design professionals, consultants, and engineers during the planning, design, construction, and post-occupancy phases projects. Coordinate and track ETS bond funds and oversee the internal ETS bond equipment tracking process. Directs and guides ETS staff assigned to telecommunications infrastructure activities.

**NATURE and SCOPE:**

The Infrastructure Manager is the administrator who oversees and directs the implementation of ETS Infrastructure Standards within district construction and facilities projects and ETS managed telecommunications and computing facilities projects and maintenance & support. Is responsible for representing ETS in district and college construction projects and coordination and tracking of ETS bond funds and equipment tracking.

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**KEY DUTIES and RESPONSIBILITIES:**

The following duties and responsibilities are typical but not limited to the following:

1. Oversees, plans, organizes, and directs the implementation of the ETS Infrastructure Standards. Represent ETS participation in district and college construction and facilities projects, the work of telecommunications contractors, subcontractors, design professionals, and consultants.
2. Directs liaison activities between ETS and bond program and project managers and district vendor partner, district Facilities, college representatives, project stakeholders, contractors, subcontractors, design professionals, consultants, and engineers during the planning, design, construction, and post-occupancy phases projects.
3. Collaborate with district Facilities, colleges, architect design teams, project managers, vendors, and contractors on construction projects, blueprint drawing reviews, submittals, RFIs, shop drawings, site walks, miscellaneous cabling projects
4. Directs and guides ETS staff assigned to telecommunications infrastructure activities.
5. Coordination and tracking of ETS bond funds; Oversees the internal ETS bond equipment tracking process.
6. Ensure projects are planned, designed, and constructed according to specifications. Collaborate with district Facilities, colleges, architect design teams, project managers, vendors, and contractors on construction projects, blueprint drawing reviews, submittals, RFIs, shop drawings, site walks, miscellaneous cabling projects.
7. Research, meet with vendors, and evaluate equipment; recommendations, specify, acquire, and manage the installation and configuration of equipment and systems.
8. Oversee and direct district and contractor personnel in planning design, construction, testing, start-up, acceptance and closeout of assigned projects.
9. Communicate with and represent ETS at district and college meetings and meetings with other agencies. Serve on assigned committees.
10. Design reports, and analyze data for management status and reporting requirements.

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11. Continually monitors individual staff and contractors to ensure meeting of specific deadlines; assist department personnel in completion of duties as necessary.

12. Maintain current knowledge in area of expertise.

13. Performs other related duties as assigned.

### **EMPLOYMENT STANDARDS**

#### **Knowledge:**

1. Networks and telecommunications including structured cabling and equipment facilities environments

2. Computer hardware systems, software applications

3. Principles and practices of managing technology equipment facilities.

4. End Point computer Operating Systems.

5. Technical aspects of field of specialty.

6. AutoCAD or similar drawing programs, ERP systems and project management software.

7. Proper methods of storing equipment, materials, and supplies.

8. Operation and care of specialized technology equipment

9. Principles and practices of managing technology equipment facilities.

10. Inventory methods and techniques

11. Health and safety regulations and procedures.

12. Project Management procedures and techniques.

13. Budget preparation and control.

14. Principles and practices of supervision and training.

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15. Interpersonal skills using tact, patience and courtesy.

16. Record keeping principles and practices.

17. Oral and written communication skills.

**Skills and Abilities:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Communicate effectively both orally and in writing, including writing complex proposals.
3. Principles of project management and supervision.
4. Demonstrated experience with contractors, sub-contractors, inspectors, and other building trades.
5. Read and understand building design drawings, blue prints'.
6. Demonstrated experience with procurement and management of telecommunications infrastructure vendors and equipment (structured cable, racks, cabinets).
7. Manage multiple projects and/or an increasingly complex set of activities.
8. Solve problems with initiative and ingenuity.
9. Work under stringent timelines and budgets.
10. Work independently; self-motivated.
11. Experience working with labor contracts and/or represented workforce.
12. Train and guide staff.
13. Diagnose and understand reasons for system failures.
14. Communicate effectively both orally and in writing.

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15. Establish and maintain cooperative and effective working relationships with others.
16. Maintain current knowledge of technological advances in the field.
17. Plan and organize work; Meet schedules and time lines.

**MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Bachelor's Degree in a related field.
3. Four years experience plus two years in a leadership or supervisory role on a major project.

**Preferred Qualifications:**

1. Familiarity with Project Management best practices and tools

**License and Certifications:**

Possession of a valid California Driver's License.

**WORKING CONDITIONS:**

**Environment:**

1. Typical office environment including mobile and connected interactions..

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.

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4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

**APPLICATION PACKET:**

1. A District on-line application on <http://hr.fhda.edu/careers/>. \*In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

**If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.**

**Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date.**

**CONDITIONS OF EMPLOYMENT:**

**Position:** Full-Time, Contract, 12-months per year

**Starting date:** As soon as possible upon completion of the search process.

Annual salary plus benefits; excellent benefits package which includes coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes medical for employees and dependents, visit our



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web site: <http://hr.fhda.edu/benefits/index.html>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/698?c=fhda>

**Contact Information**





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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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