Adams 12 Five Star Schools

Job Title:	**Enterprise Infrastructure Architect**	Job Code:	**090534**
Job Family:	**Non-Certified**	FLSA Status:	**Exempt**
Pay Program:	**IT Administrative**	Pay Range:	**L14**
Work Year:	**12 months**		

SUMMARY: Design, implement, integrate, and maintain an efficient and forward-looking enterprise systems infrastructure based on the District's business and education requirements. Provide contributions to the Districts technical vision and roadmap by providing top tier enterprise systems troubleshooting, incident response and analysis, threat awareness, service resilience through vulnerability analysis across the District. Ensure a strong infrastructure assurance posture by evaluating products, solution design and evaluation, and implementing designs that meet computing, storage, data communications, security, business continuity, and disaster recovery requirements for the District. Employ strong communications and organizational skills to design and maintain processes and procedures that ensure that timely, actionable, and critical information is presented to Instructional Technology (IT) leadership. Ensure broad and current technical awareness by establishing and maintaining technical and professional relationships with appropriate organizations of strategic importance to the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Architect and implement technical design and engineering solutions that support a forward-looking enterprise systems architecture that effectively and efficiently meets the computing, storage, security, virtualization, and data communications requirements of the District. Ensure that complex network systems are designed to efficiently achieve a high level of availability, as defined by IT leadership, in relation to the specific services and business requirements.	D	30%
2. Ensure a strong cybersecurity posture for the district's infrastructure by developing strategy, researching technologies, testing infrastructure, and creating secure designs and configurations in support of the District's systems architecture. Perform capacity planning, vulnerability analysis, develop business continuity / disaster recovery profiles, incident response and testing procedures, and implement training and scenario exercises to maintain business systems readiness.	D	25%
3. Provide exemplary technical and leadership for the ACS department by modeling good business practice, sharing expertise, providing high quality innovative technical configurations and practices, and contributing technical solutions that enhance the District's capabilities, resilience, and agility. Provide troubleshooting, incident response, forensics, and solution designs across the district-wide sets of systems. Provide technical mentoring, coaching, project guidance, and training events for the technical staff in regards to customer engagement, technologies, and problem solving strategies.	D	20%
4. Research and evaluate technologies and technology providers to ensure that the district makes quality and cost effective technical choices in systems, services, and strategies. Facilitate fair and meaningful evaluation of technology choices through RFP, technical review, Pilot, demo, user acceptance testing, and user feedback methods.	D	10%
5. Work under the direction of IT administrative leadership to establish and maintain professional affiliations and strategic relationships with incident response organizations, professional organizations, regulatory bodies, standards organizations, vendors, and other organizations of strategic importance to the District. Ensure the IT department is aware of industry best practices and is informed of service opportunities, security issues and innovations that might have an impact on the District.	D	5%
6. Collaborate with District and partner stakeholders to design and develop infrastructure to meet IT Service Level Agreements, empower the District to consistently meet its objectives, and improve the customer experience with IT. Provide updates and critical information to the	W	5%

	Chief Instructional Technology Officer and IT managers related to enterprise design, system performance, security issues and technical procedures.		
7.	Perform other duties as assigned.	Ongoing	5%
	TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:
- Bachelor's degree in systems administration and engineering or related area. Four (4) years of similar and relevant experience may be substituted for this requirement.
- At least five (5) years of previous experience in enterprise-class design, top tier troubleshooting / incident response, and strategic technology analysis. Experience should show progression through work history in a combination of:
- Providing leadership in systems integration, design, and implementation
- Working with teams to design and integrate datacenter compute, storage, and network systems that meet organizational capacity, application functionality, and operational requirements
- Development of technology procedures, policy, and practice supporting infrastructure over multiple environments, including production, test, disaster recovery, etc.
- Experience with integration of datacenter systems / services with systems supporting school/facility operations

LICENSES, REGISTRATIONS or CERTIFICATIONS:
- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:
- Advanced knowledge and experience with multi-tiered enterprise applications, server operating systems, and virtualization technologies
- Advanced knowledge and expertise with cloud systems and services
- Advanced knowledge in troubleshooting enterprise-class systems and integration issues
- Advanced knowledge with providing high levels of uptime, business resilience, and disaster recovery
- Advanced knowledge and experience with system policy management, user access, security, and centralized logging systems
- Advanced expertise with virtualization methods, replication technologies, and multi-datacenter enterprise design and management
- Experience working in large and complex environments supporting hundreds of servers, applications, and thousands of users
- Ability to maintain confidentiality in all aspects of the job
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to stay current with District policy, standards, and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator
- Ability to translate technical requirements into business processes
- Advanced critical thinking and problem solving skills
- Advanced ability to manage multiple tasks with frequent interruptions
- Advanced ability to manage multiple priorities
- Advanced ability to diffuse and manage volatile and stressful situations
- Participates in on call rotation

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:
- Advanced knowledge of enterprise architectural designs; integration methodologies; systems automation strategies; enterprise availability and health assurance through processes, monitoring, reporting, and quality assurance implementations
- Advanced knowledge of automated systems monitoring and configuration
- Advanced knowledge of Routing Architecture, Virtual Switching and Virtual Network Security, Network Design concepts, and Resilient Network Design
- Advanced knowledge of VMware vSphere and virtualization technologies

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE		JOB CODE
Reports to:	Director, IT Infrastructure & Ops		130901

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:
● Provides technical recommendations and vendor communications that support the development of budgets, RFPs, and requisitions.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands and fingers to handle and/or feel				X
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute				X
Synthesize		X		
Evaluate				X
Interpersonal Skills			X	
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		

	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	