



Job Title: Information Technology Director

Location: Tucson, AZ

Reports To: Chief Executive Officer

Employee Type: Full-Time

Travel: Occasional

Relocation Covered: Possible

Desired Start Date: As soon as possible

Salary: \$110,000 - \$130,000

Benefits: Medical and dental insurance, life insurance, disability, retirement plan, and more.

About the Work Environment:

The Planetary Science Institute (PSI) is a scientific research organization engaged in the exploration of the Solar System, the Earth and planets about other stars. It has over 180 staff members dispersed across many states and countries with a wide range of IT needs in support of their research and other activities. PSI's headquarters is in Tucson, AZ and we have a satellite office located in Lakewood, CO. The main server room is located on-site in the Tucson office and a colocation facility is maintained off-site in Tucson. All three sites are linked via a Layer 2 tunnel. There is a mixture of onsite Institute-managed hardware and cloud-hosted services, which includes an onsite computing cluster and virtual machine hosting system.

About the Role:

We are seeking to hire a dynamic, experienced, solution-oriented leader who will manage and work with a small IT team to ensure a stable, reliable, redundant, secure, high performing, and forward-thinking computing environment for the Institute. The ideal candidate will have a passion for developing and integrating new technologies, and seeing how they might be deployed to expand institutional capabilities and efficiencies, as well as enjoy interacting with, and being a resource to, our population of globally based scientists and educators. This position is a member of PSI's senior management team.

Primary Responsibilities:

- Manage the IT team, providing leadership and guidance, to ensure that end users' needs are met.
- Manage relationships with technology vendors and service providers, ensuring that the organization receives the best possible value for its technology investments.
- Manage the development, production, and administration of the Institute's computer environment, including consulting with management to determine current and planned technology requirements of administration and scientists, determining boundaries and priorities of new projects, and system capacity and equipment acquisitions.
- Oversee the installation, configuration, and ongoing maintenance of hardware, such as network infrastructure, servers, workstations, storage systems, VOIP phone systems, and printers.
- Schedule, plan, and assist with system changes, including coordinating the transition from test to production environments for IT-managed systems.
- Establish and implement standards for computer operations to ensure compatibility between hardware, operating systems, and software, according to specifications and parameters.
- Responsible for IT system security planning, developing, and implementing of security policies, standards, and safeguards across multiple platforms.
- Oversee support for planning and executing the installation and configuration of software, operating systems, and hardware for user systems.

- Oversee the development of processes, procedures and documentation for backup and recovery of IT-managed systems and be a resource for user-managed systems.
- Be a resource for users to assist in identifying necessary hardware, software, and supplies to be procured in support of funded research and other activities.
- Oversee the maintenance of licensing information and keys for purchased software.
- Stay up to date with the latest trends and developments in IT and identify opportunities to incorporate new technologies into the organization's operations.
- Oversee support of offsite scientists and other employees and their access via VPN to software licenses and other systems.

Note: Management may assign or reassign duties and responsibilities to this job at any time.

Required Knowledge and Experience:

- Microsoft Windows Server, including Windows domain server, active directory, user authentication, and resource controls.
- Google Workspace administration.
- Red Hat Enterprise Linux and variants such as CentOS and Alma Linux.
- Virtualization management (oVirt and Hyper-V).
- Experience maintaining an on-premises data center and colocation facilities.
- Demonstrated experience in managing a team of IT professionals and fostering a collaborative and inclusive work environment.
- Business continuity planning and backup systems.

Preferred Knowledge and Experience:

- Network attached storage (NAS) servers.
- Microsoft Office products.
- Ticket system management.
- Azure and AWS administration.
- Other Linux environments, including Ubuntu and Mac OS.
- CompTIA Network+, RHCSA, CCNA, CCNP, Security +, RHCE, MCSA, MCSE, and Linux +
- Familiarity with common scientific computing languages and the ability to aid in debugging, systems architecture, and deploying project-related code into a production environment.
- Specific knowledge of Python with the ability to deploy Jupyter notebooks and set up Anaconda-based libraries.

Required Skills and Abilities:

- Excellent communication and interpersonal skills, with the ability to work effectively with other departments, external vendors, and scientific and other personnel.
- Strong leadership and project management skills.
- Ability to think strategically and provide innovative solutions to complex problems.
- Strong analytical and problem-solving skills.

Minimum Qualifications:

Bachelor's Degree or higher in computer science, computer engineering, or a related field; a minimum of 7 years of experience in systems administration, network administration, and technical support, including 5 years of experience in supervising technical staff; OR, any equivalent combination of experience, training and/or education.

Must be able to perform essential physical, mental, and environmental conditions of the job (reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions):

- Mobility: frequent use of keyboard and mouse; frequent sitting for long periods of time.
- Physical: may need to carry and lift equipment up to 50 pounds and push or pull equipment on a hand truck or cart of up to 100 pounds. It may be necessary to bend, kneel, and reach to connect and disconnect equipment. It may be necessary to handle objects to build computer racks and shelves. Some tasks may require the use of a footstool or step ladder.

- Vision: constant use of overall vision; frequent reading and close-up work; frequent color and occasional depth vision.
- Dexterity: frequent repetitive motion.
- Hearing/Talking: frequent hearing and talking, in-person and on the phone.
- Emotional/Psychological: frequent decision-making and concentration; frequent independent work and learning; frequent coordination of tasks with other co-workers; occasional off-hours responsibilities; may on occasion need to speak to groups.
- Reading/Comprehension: frequent interpretation and understanding of written (print and electronic) technical documentation, reports, web research results and user requests.
- Environmental: periodic exposure to noise and cold in the server room.

To apply for the position:

If you are interested in applying for this position, have the required skills, and you meet the minimum qualifications, please submit the following documents to apply@psi.edu:

- A cover letter that addresses your interest and qualifications for this position is required.
- Resume
- Completed Application and Voluntary Self-Identification form (can be found on www.psi.edu or by sending a request to apply@psi.edu).

PSI will not sponsor applicants for work visas.

Planetary Science Institute, Human Resources
1700 E. Ft. Lowell Rd., Suite 106
Tucson, AZ 85719
Email: hr@psi.edu

PSI is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran, or any other characteristic protected by law.

The Planetary Science Institute is a private, nonprofit 501(c)(3) corporation dedicated to Solar System exploration. It is headquartered in Tucson, Arizona, where it was founded in 1972. PSI scientists are involved in NASA and international missions, the study of Mars and other planets, the Moon, asteroids, comets, interplanetary dust, impact physics, the origin of the Solar System, extra-solar planet formation, dynamic evolution of planetary systems, the rise of life, and other areas of research. They conduct fieldwork on all continents around the world. They also are actively involved in science education and public outreach through school programs, children's books, popular science books and art. PSI scientists and educators are based in 35 states and the District of Columbia, and work from various international locations.