



### **The Airport**

Bishop Airport is the third largest airport in the state of Michigan. Boasting premier airlines: Allegiant, American, Delta, and United, our facility can get you almost anywhere in the world in 1 stop or less. As one of the jewels of Genesee County, you can be a part of the proud team of individuals taking this airport to the next level of achievement.

The Bishop International Airport Authority has approximately 50 employees in the following departments: Airport Administration, Maintenance, and Public Safety. The airport administration currently has no employees working in IT positions. All IT services have been procured with outside vendors overseen by the CFO. The Director of Information Technology is a new position created to manage all IT related functions and outsourced IT vendor managed services under the direction of the CFO.

### **Desirable Qualities for Candidates**

- Ability to work independently as well as in a team environment
- Capable of managing multiple tasks and projects simultaneously
- Comfortability working under pressure or strict deadlines
- Demonstrated ability to solve problems and formulate recommendations
- Excellent communication skills
- Exceptional attention to detail
- Outstanding writing and analytical-thinking skills
- Passion for learning and personal growth, specifically when it comes to technology
- Possess organizational and prioritization skills
- Self-starter with high degree of integrity, and professionalism

### **Excellent Full-time benefits**

- Annual, Sick and Personal PTO and paid holidays
- Employer Contribution to 401(a) Defined Contribution Plan
- Health, dental, vision and life insurance
- STD and LTD
- Employer Contribution to Retirement Health Savings Plan

### **Requirements and How to Apply**

Applicants must be authorized to work for ANY employer in the United States. We are unable to sponsor or take over sponsorship of an employment Visa at this time. Employment is contingent on passing a physical and drug screen as well as a TSA and CHRC background check. In order to apply, send a resume, cover letter **with salary requirements** to either of the following:

Mail:

Dionne Griffin, CPA  
Chief Financial Officer  
Bishop International Airport Authority 3425 W Bristol Road  
Flint, MI 48507

Email: [dgriffin@bishopairport.org](mailto:dgriffin@bishopairport.org)

 <p><b>Bishop International Airport FNT</b> NOT THE ONLY WAY TO FLY. JUST A BETTER ONE.</p>	<b>Job Title</b>	<b>Updated</b>	<b>Supervisor</b>
	Director of IT	May 2022	Chief Financial Officer

### Position Summary

The Director of Information Technology will manage the Authority's network, information technology (IT) and operational technology (OT) operations across all departments (administration, public safety, maintenance & facilities, and operations) in conjunction with staff and external IT and other service providers.

### Duties and Responsibilities

- Design and implement short- and long-term strategic plans to ensure systems meet existing and future requirements
- Develop, implement, and maintain policies and procedures for systems administration and project management
- Prepare RFPs, bid proposals, contracts, scope of work reports, and other documentation for IT infrastructure projects and procurement of third party vendors and contractors for managed services IT, OT, and telecommunication services
- Manage support agreements and maintain relationships with external IT vendors and service providers
- Set and manage priorities for the design, maintenance, development, and evaluation of all systems including local and cloud-based solutions
- Identify, track, and manage upgrades to network assets and infrastructure; this includes associated switches, routers, firewalls, modems, fiber optic cables, wireless access points, network cables and telephone infrastructure
- Prepares and monitors annual budget for IT infrastructure and related services
- Practice asset management including maintenance of component and software inventory
- Develop and maintain business continuity and disaster recovery plans
- Plan, implement, upgrade, and monitor security measures for the protection of computer networks and information
- Respond to computer and network security breaches, cybersecurity attacks, and viruses, and work with third-party contractors to remediate
- Provide support to users and educate on best practices

### Knowledge and Abilities

- Proven working experience as an IT manager/director or relevant experience
- Knowledge of the fundamental concepts used in traditional network systems and security, including cable modems and wireless
- Server provisioning and configuring; Windows server utilities (DNS, DHCP, ADUC, GP, etc.); Windows Desktop
- Ability to multitask and adapt to changes quickly
- Ability to diagnose technical issues
- Self-motivated with the ability to work in a fast-moving environment
- Knowledge of VoIP protocols desired
- Expertise in vendor management
- Project management acumen

### Experience and Education Requirements

- Bachelor's degree in IT preferred or equivalent work experience
- HS Diploma or GED required
- 5+ years of systems or network administration
- Relevant certifications desired

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**Working Conditions and Physical Demands**

The work environment characteristics described here are representative of those a teammate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Moderate noise (i.e., business office with computers, phone, and printers, light traffic)
- Ability to work in a confined area
- Ability to sit at a computer terminal for extended periods
- While performing the duties of this job, the employee is regularly required to sit, stand, talk, hear, and use hands and fingers to operate a computer and telephone keyboard, reach, stoop, kneel to install computer equipment
- Specific vision abilities required by this job include close vision requirements due to computer work
- Light to moderate lifting is required
- Ability to uphold stress due to a fast-paced environment
- Regular and predictable attendance is required, including extra hours as business demands dictate

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of incumbent.