Coordinator of Computing Facility Operations
Center for Computational Hydroscience and Engineering (CCHE)

Definition of Class
This is a supervisory position in which the incumbent coordinates the efforts of computer support staff and the researchers they support to provide the most efficient environment possible and to maintain the required level of computer hardware and software to meet the needs of the ongoing research in the Center for Computational Hydroscience and Engineering, a research center which develops computational models for soil erosion and sediment transport studies. The incumbent is supervises the maintenance of UNIX based computers, their peripherals, network services, and backup, as well as, installation and configuration of equipment. Incumbent works under the general supervision of the Director of the Center for Computational Hydroscience and Engineering.

Examples of Work Performed
Supervises the monitoring of departmental computer systems to ensure that networks are functioning within design standards; makes adjustments as necessary to optimize performance or repair a fault.

Supervises the monitoring of departmental computer system performance and security; oversees changes to network device configurations; reviews performance reports; maintains network and system resources.

Evaluates commercial software, shareware and freeware for application in the Center’s computing environment.

Directs and participates in the development of software which directly supports the mission of the Center’s research and technology exchange including, graphical user interfaces, computer aided design software and scientific visualization software.

Participates in departmental goal setting, and in some cases, determines if the goals can be accomplished utilizing existing computer equipment.

Directs the installation and configuration of computer systems and software.

Assigns tasks to subordinate employees and monitors and evaluates their performance.

Works with manufacturers and vendors to determine costs, specifications, and/or functional requirements of computer equipment.

Plans budget for extended time frames, including monitoring departmental expenditures and costs as it relates to the work unit.

Specifies and maintains maintenance contracts for existing computer systems.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Evaluates computer system needs.
2. Assigns tasks to system administrator and security.
3. Evaluates new technology; installs new systems, and plans upgrades of existing systems.
4. Specifies and maintains maintenance contracts for existing systems.
5. Maintains and upgrades software and computer library.
6. Coordinates the efforts of visualization software development projects.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 50 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; run; climb or balance; crawl; lift or carry; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education:
Bachelor’s Degree from an accredited four-year college or university.

AND

Experience:
Four (4) years of experience related to the above described duties.

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 05/13/2015