Manager of Systems Administration

Definition of Class
This is a professional position in which the incumbent manages and supervises the operating systems administration group. Incumbent insures reliability, stability, and maximum up-time for operating systems and associated software.

Examples of Work Performed
Provides leadership, direction, and motivation for the systems administration group. Assigns detailed tasks and monitors progress, regularly. Works closely with staff to resolve problems. Conducts regular performance reviews and evaluations. Counsels and trains employees as necessary.

Interfaces with the other managers and local and vendor maintenance personnel to ensure reliable production processing through effective plans, resolve problems, and plan preventative maintenance schedules.

Assists in the development of policies and procedures. Develops backup support when needed.

Provides emergency, operating systems and associated software backup support.

Attends seminars and conferences to maintain current knowledge of the computer and networking industry.

Provides technical advice for donations of equipment and procurement of high performance computers and enterprise servers.

Provides technical advice and input for departmental, University, and statewide planning efforts.

Provides technical advice concerning copyright laws, computer abuse, privacy issues, and computer security monitoring.

Informs users of changes in policies, procedures, and schedules, which affect the computer user community.

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. Manages the Systems Administration group.
2. Provides interfaces with professional staff and outside maintenance personnel.
3. Develops policies, procedures, and back up support when needed.
4. Provides technical advice for donations and planning efforts.
5. Maintains current policies and procedures that affect the computer user community.

**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 25 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; reach with hands and arms; and use hands to finger, handle or feel. The incumbent is periodically required to talk and hear; stand; and walk. The incumbent is occasionally required to climb; balance; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree in a related field from an accredited four-year college or university.

AND

**Experience:**
Five (5) 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.

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