Definition of Class
Incumbent in this position is responsible for the maintenance and repair of telecommunications, general computing, and supercomputer and mainframe computer systems of the University and other select state groups. Supervision may be exercised over employees of lower classifications.

Examples of Work Performed
Prepares and maintains a plan or schedule for the operation of large-scale computer maintenance effort.

Monitors the performance and repairs the malfunction of specialized computer systems.

Establishes backup support plans with various outside vendors to handle emergency computer situations.

Plans and implements the installation and removal of computer equipment.

Provides user assistance for proper recovery from machine malfunctions and proper machine operation by telephone and in person.

Organizes and updates all applicable vendor maintenance and reference manuals and schematic diagrams.

Writes, tests, and provides procedures to repair or return equipment to proper operation.

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. Plans, schedules, and performs preventive maintenance on computer hardware.
2. Performs emergency maintenance and repairs on computer systems.
3. Installs and removes computer equipment.
4. Provides and maintains information for user assistance.

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 100 pounds.

Vision: Requirements of this job include close vision and color 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 use hands to finger, handle or feel objects, tools or controls. The incumbent is periodically required to reach with hands and arms and talk and hear. The incumbent is occasionally required to stand; walk; sit; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education:
Associate’s Degree from an accredited two-year college or university in Electronics or related field or related military training.

AND

Experience:
Three (3) years of experience related to the above described duties.

Substitution Statement:
Related education and related experience may be substituted on a basis set forth 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: 04/02/2015

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