JOB DESCRIPTION
Manager of Network Administration

**Definition of Class**
This is a supervisory position in which the incumbent manages and directs the development and implementation of a campus-wide network including the daily operations of the campus network system and the provision of engineering support and education of personnel using the network system. The incumbent has the authority to exercise discretion and judgment in a wide variety of areas.

**Examples of Work Performed**
- Designs enterprise and departmental networks including producing preliminary plans; recommending types of equipment and software for procurement; and coordinating the installation of cable plant, equipment and software; and correlating the testing and verification of the network system.
- Arranges for personnel training.
- Manages technical services including planning performance goals and objectives for personnel; implementing and maintaining operational procedures and policies; and coordinating the development of specific standards and training programs.
- Conducts performance reviews and interviews for vacant positions.
- Develops campus network plan.
- Coordinates the collection and compiling of specific data including specifications, functional attributes, limitations and compatibility information pertaining to network equipment and software.
- Creates disaster recovery plans and procedures as well as diagnostic and repair procedures.
- 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 and directs the development and implementation of a campus-wide network.
2. Provides engineering support and education of personnel using the network system.

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

Experience/Educational Requirements:

Education: Associate's Degree in a related field from an accredited two-year college or university.

AND

Experience: Five (5) 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.