***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Manager, IT Local Area Network (LAN) Administration**

Job Family: Information Technology Sub Family: IT - Network

**Job Summary:**

Provides strategic direction and leadership for the local area network (LAN) networking infrastructure group to facilitate and enhance the growth of the campus network allowing the University to remain on the cutting edge of new technology. Plans, develops and recommends applications that improve network efficiencies, as well as recommends automated processes to replace existing manual processes. Enforces network policies and procedures, and has responsibility for the integrity and security of the network.  Collaborate with upper level administrators and other directors to ensure a high quality, highly available service.

**Essential Functions:**

* Manages, monitors, and administers the network servers for an assigned department performing such duties as adding/deleting users, setting up/changing workstations, backing up data, and installing/restoring data.
* Enforces or creates network policies that would ensure security and integrity or lead to increased efficiency for users, applications, network management, etc.
* Supervises, trains, schedules, and evaluates staff.
* Provides desktop support for the client workstations and resolves system and program issues for all applications utilized by the staff, including the upgrade of software and systems to support new applications.
* Makes recommendations for upgrades to hardware and software based on to existing operations, pending needs and available budget. Advises on new applications to be developed.
* Act as network technical liaison for all networks of the organization in the absence of the home administrator as well as for any projects with outside entities.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Computer Science or Information Technology

Experience: Five (5) years progressively responsible experience in computer systems, with appropriate certifications in local area networks and application development

Supervisory: Two (2) years of direct management or leadership.

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E0725F

SOC Code: 151142 IPEDS: Computer

EEO6 Code: Professional State Code: 9445011

USM eCode: E40079 AAP Code: 3A