***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: **IT Systems Administrator, Lead UNIX**

Job Family: Information Technology

Sub Family: IT- Systems Admin - UNIX

**Job Summary:**

The Lead UNIX Systems Administrator is responsible for all aspects of server administration, maintenance and deployment. Independently plans, develops and recommends hardware/infrastructure needs for enterprise applications. Identifies hardware or software that improve operating systems efficiencies, as well as recommends automation processes for the existing manual processes. This individual enforces operating systems policies and procedures, and has responsibility for the integrity and security of operating systems. Collaborates with upper level administrators and other directors to ensure highly available/ quality service.

**Essential Functions:**

* Independently oversees the operating systems installation, hardware deployment, maintenance, patching and upgrades. In addition perform system administration duties such as adding/deleting users, setting up/changing workstations/servers, backing up data, data archiving, and installing/restoring data.
* Independently enforces and creates operating systems policies that would ensure security and integrity or lead to increased efficiency for users, applications, operating systems management, best practices, etc.
* Perform reviews of system monitoring and logging abnormalities. Recognize system deficiencies and implements effective solutions.
* Lead the technical support for servers and resolves operating system and hardware issues for all servers utilized by the staff, including the upgrade of operating systems to support new applications.
* Take the lead in recommending upgrades to hardware and software based on existing operations, pending needs and available budget. Advises on new infrastructure needs based on application and project needs.
* Independently act as technical liaison for all systems of the organization in the absence of the home administrator, as well as for any projects with outside entities.
* Lead and train other staff associated with systems administration.
* Perform other related duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Information Technology, Computer Science, Systems Administration, Computer Engineering or a related field.

Experience: Five (5) years of related experience with proficient knowledge of at least two (2) operating systems, such as: such as: Red Hat/Centos, Solaris, AIX, HPUX. Preferably RHEL/Centos and Solaris.

Supervisory:

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: E0792H

SOC Code: 151121 IPEDS: Computer

EEO6 Code: Professional State Code: 9749505

USM eCode: E40075 AAP Code: 3A