***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, Systems Administration UNIX**

Job Family: Information Technology

Sub Family: IT- Systems Admin - UNIX

**Job Summary:**

Provide strategic direction and leadership for an assigned department/unit to progress, enhance, and guide the University to remain on the cutting edge of new technology in the area of operating systems administration, maintenance and development. Plan, develop and recommend applications that improve operating systems efficiencies, as well as recommends automation processes for the existing manual processes. Enforce operating systems policies and procedures, and has responsibility for the integrity and security of UNIX based operating systems. Collaborate with upper level administrators and other directors ensuring highly available/ quality service.

This position has the authority to formulate, affect, interpret, or implement management policies or operating practices.

**Essential Functions:**

* Oversee the operating systems administration, development, installation, maintenance, and upgrade for assigned departments, such duties as adding/deleting users, setting up/changing workstations/servers, backing up data, data archiving, and installing/restoring data.
* Enforce and create operating systems policies that would ensure security and integrity or lead to increased efficiency for users, applications, operating systems management, etc.
* Supervise and manage desktop and technical support for the client workstations and resolves system and program issues for all applications utilized by the staff, including the upgrade operating systems to support new applications.
* Recommend upgrades to hardware and software based on existing operations, pending needs and available budget. Advises on new applications to be developed.
* Act as operating systems technical liaison for all operating systems of the organization in the absence of the home administrator, as well as for any projects with outside entities.
* Manage systems administration team to cost effective solutions and ensures existing resources (systems & people) are utilized to fullest extent for maximum benefits to the University.
* Oversee the recruitment, performance, and training of team members and continually reviews strengths and weaknesses of staff to maintain a well-trained, highly involved, and motivated team.
* Perform other related duties as assigned.

**Minimum Qualifications**

Education: Bachelor’s degree in Information Systems, Computer Science, Systems Administration, Computer Engineering or a related field. (Master’s degree and additional certification can be used to substitute for relevant experience).

Experience: Five (5) years of related experience with knowledge of at least two (2) operating systems such as Unix/Linux: (RedHat/Suse/Solaris/AIX/HPUX).

Supervisory: One (1) year of staff supervision or work coordination

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: E0793I

SOC Code: 151121 IPEDS: Computer

EEO6 Code: Professional State Code: 9445011

USM eCode: E40075 AAP Code: 3A