***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: **Assistant Director, IT Systems Administration**

Job Family: Information Technology Sub Family: IT- Systems Admin

**Job Summary:**

The Assistant Director of Systems Administration collaborates with managers and senior staff within a school or large business unit who support a variety of servers, operating systems, and storage area network involving state of the art technologies.

**Essential Functions:**

* Provides general direction and leadership for all aspects of system administration in order to maintain their efficient operation.
* Partners with upper level administrators on a regular basis in setting strategic goals/objectives, and/or in fostering improvements in policies/procedures for the entire department/unit.
* Oversees in the recruitment/interviewing and training functions to continually review strengths and weaknesses in maintaining a staff of well-trained, highly involved, and motivated employees.
* Maintains and nurtures effective communication and partnerships throughout the campus by conferring with business unit and campus leadership on issues pertaining to the promotion and understanding of the departmental functions.
* Proactively represents the department through participation in campus meetings and special projects, as well as UMB on an external basis with USM headquarters and other system-wide units.
* Performs other duties as assigned.

**Minimum Qualifications**

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

Experience: Six (6) years of experience with thorough knowledge of at least two (2) operating systems such as: Windows, Mac OS, and Unix/Linux (RedHat/Suse/Solaris/AIX/HPUX) with two (2) years of experience in work coordina tion, training, and daily oversight.

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: E0778I

SOC Code: 151121 IPEDS: Computer

EEO6 Code: Professional State Code: 9445011

USM eCode: E30070 AAP Code: 3A