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

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

**Job Summary:**

The Director of Systems Administration leads the strategic direction of a school or major business unit. The Director leads staffs who support a variety of servers, operating systems, and storage area network involving state of the art technologies. They coach and mentor individuals with varying skills set in the system administration arena. They collaborate with managers and senior technical staff within a school or large business unit in order to ensure the deliverance of high quality products and service.

**Essential Functions:**

* Provides strategic direction and leadership for all aspects of systems administration in order to maintain their efficient operation.
* Consults 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.
* 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 school/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.
* Has budgetary responsibility for their respective unit within a school/business provides strategic direction and leadership to a staff.
* Performs other duties as assigned.

**Minimum Qualifications**

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

Experience: Seven (7) years of systems administration experience as well as thorough knowledge of at least two operating systems such as: Windows, Mac OS, and Unix/Linux (RedHat/Suse/Solaris/AIX/HPUX).

Supervisory: Three (3) years of staff supervision

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: E0779J

SOC Code: 113020 IPEDS: Management

EEO6 Code: Executive/Admin/Managerial State Code: 9445011

USM eCode: E21073 AAP Code: 1C