***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**

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

**Job Summary:**

The Lead System Administrator is responsible for all aspects of operating systems administration, maintenance and development. Independently plans, develops and recommends applications 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 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.
* Independently enforces and creates operating systems policies that would ensure security and integrity or lead to increased efficiency for users, applications, operating systems management, etc.
* Leads the desktop and technical support for client workstations and resolves system and program issues for all applications utilized by the staff, including the upgrade 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 applications to be developed.
* Independently acts 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.
* Leads and trains other staff associated with web development.
* Recognizes system deficiencies and implements effective solutions.
* Performs other 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 experience with proficient knowledge of at least two (2) operating systems, such as: Windows, Mac OS, and Unix/Linux (Red Hat/Suse/Solaris/AIX/HPUX)

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: E0776H

SOC Code: 151121 IPEDS: Computer

EEO6 Code: Professional State Code: 9749505

USM eCode: E40075 AAP Code: 3A