***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 Senior**

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

**Job Summary:**

Working independently or overseeing a team the senior position has a lead role in the installation, support, and maintenance of servers, storage systems, or operating systems. Leads in the planning of and responds to service outages and infrastructure problems. Configuration and programming for systems-related projects. Using the latest technologies in high-throughput and high-performance computers and enterprise class storage systems develops computational infrastructures.

**Essential Functions:**

* Oversees and performs operating systems administration, development, installation, maintenance, and upgrade for assigned department(s), such duties as adding/deleting users, setting up/changing workstations/servers, backing up and recovery of data, data archiving, security, and installing/restoring data.
* Creates operating system policies that would ensure security and integrity or lead to increased efficiency for users, applications, operating systems management, etc. Assist in the evaluation and acquisition of new technologies and products.
* Provide technical support for the client workstations and resolves system and program issues for all applications utilized by the staff, including the upgrading of operating systems to support new applications.
* Makes recommendations for upgrades to hardware and software based on existing operations, pending needs and available budget. Advises on new applications to be developed.
* Responsible for interfacing with other campus technologists and department team members to ensure integration of systems and applications are succinct. Frequently has team leadership responsibilities and provides training to other IT professionals.
* Performs other duties as assigned.

**Minimum Qualifications**

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

Experience: Four (4) years 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: E0776G

SOC Code: 151121 IPEDS: Computer

EEO6 Code: Professional State Code: 9749505

USM eCode: E40075 AAP Code: 3A