***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**

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

**Job Summary:**

**JOB SUMMARY:**

Working both independently and on a team this position has a role in the installation, support, and maintenance of servers, storage systems, or operating systems. Assist in the planning of unscheduled service outages and infrastructure problems. Configuration and programming for systems-related projects. Assist in the development of computational infrastructure that will be built using the latest technologies in high-throughput and high-performance computers and enterprise class storage systems.

**Essential Functions:**

* 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.
* Documents day-to-day operations procedures and protocols associated with hardware and operation system environments, as well as reviews system monitoring and logging of abnormalities.
* Ensure security and integrity of operating system to increased efficiency for users, applications, operating systems management, etc. Assists in the evaluation 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 upgrading of operating systems to support new applications.
* Assists in upgrades to hardware and software based on existing operations.
* Performs other duties as assigned.

**Minimum Qualifications**

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

Experience: One (1) year experience with proficient knowledge of at least one (1) operating systems, such as: Windows, Mac OS, and (RedHat/ 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: E0776F

SOC Code: 151121 IPEDS: Computer

EEO6 Code: Professional State Code: 9749505

USM eCode: E40075 AAP Code: 3A