

University of Houston – Clear Lake

Position Description

Job Title: **Associate Director Systems and Networking Infrastructure**

Job Code: **3921**

Pay Grade: **007** FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Computer Science, Math, Engineering or a related field.	
Experience	At least five years responsibility for the systems administration of a Microsoft OS server environment supporting multiple clients. Responsibility needs to have included installation of server based Operating System, security setup, and network configuration on the server. At least three years supervisor responsibility over operating systems and networking personnel.	At least five years supervisory responsibility over operating systems and networking personnel. Environment must have been primarily Microsoft NT/NT2000 O/S. Networking environment should have utilized CISCO routers and switches. Responsibility must have included evaluation of hardware configurations for servers and networking infrastructure. Two or more years configuring and managing Linux based Operating Systems. At least three years configuration experience with Microsoft Clustering using Advance Server or Data Center. One year or more configuration experience with CISCO routers and network switches.
License/Certification		MSCE, CCNA, CCNP, or CCIE certification(s).

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

This position is responsible for the comprehensive support of all operating systems and layered products on networked computers and network related devices administered by UCT. The position is responsible for systems planning, acquisition, and technology deployment to the the university. The positon assists with the formation of budget preparation. The position supervises and mentors the system management and networking management team.

Duties and responsibilities	% Time
Implementing server and network monitoring practices to ensure that server environment performs at optimal performance.	28
Systems planning and configuration management procedures and documentation.	27
Review server and network security configurations.	20
Working with end-users to resolve work order issues. Infrastructure acquisition and planning.	15

Systems installation and configuration.	10
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This position description describes the general qualifications, duties and responsibilities of work being performed.