Supv, Systems/Network Infr
J o b   D e s c r i p t i o n

JOB INFORMATION

Effective Date	6/25/2021
Job Code:	3956
Job Title:	Supv, Systems/Network Infr
Salary Grade/Structure:	
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Information Technology
Job Family:	Networking & System Infrastructure
Job 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 position supervises and assists the system management and networking management team.

COMPETENCIES

Competencies
Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	in Computer Science, math, engineering or related dicipline		
High School Diploma or GED			

Work Experience

Experience	Experience Details	Required/ Preferred	
Considerable	Responsibility for the systems administration of a Microsoft server environment Knowledge of network protocols and switches. Knowledge of VMWare administration. Knowledge of Storage Area Network (SAN) and/or SAN interconnects. Responsibility for the systems administration of a Microsoft server environment Knowledge of network protocols and switches. Knowledge of VMWare administration. Knowledge of Storage Area Network (SAN) and/or SAN interconnects.	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
Microsoft Certified Solutions Associate (MCSA)	MCSA, MCSE, CCNA, LPIC2, RHCE, Azure Administrator or equivalent	within 1 Year	Required	or
Microsoft Certified Systems Engineer (MCSE)		within 1 Year	Preferred	
Cisco Certified Network Associate (CCNA)		within 1 Year	Preferred	
Linux Professional: LPIC System Administrator		within 1 Year	Preferred	
RHCE - Red Hat Certified Engineer		within 1 Year	Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of network protocols and switches.	Basic
• Knowledge of VMWare administration.	Basic
• Knowledge of Storage Area Network (SAN) and/or SAN interconnects.	Basic
• Knowledge of network protocols and switches.	Basic
• Knowledge of VMWare administration.	Basic
• Knowledge of Storage Area Network (SAN) and/or SAN interconnects.	Basic
•	Basic

JOB RESPONSIBIILTIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

Essential Function	% TIME
• Systems planning and configuration management procedures and documentation.	30%
• Implementing server and network monitoring practices to ensure that server environment performs at optimal performance.	30%
• Review server and network security configurations.	20%
• Working with end-users to resolve work order issues.	10%
• Systems installation and configuration.	10%
• Perform additional duties as assigned	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

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Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description

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07/14/2022