



Savannah State University

Position Description – Systems Manager

POSITION DESCRIPTION

Position Title: Systems Manager FLSA Status: Exempt

Reports to: Chief Information Officer

Department: Computer Services & Information Technology

Date Prepared: 1/16/2008

BASIC FUNCTION

The incumbent in this position will provide supervision and management over the Systems and Infrastructure team and resources. The team consists of a server specialist, network specialist, applications developer, web developer, and database administrator. The incumbent is responsible for all servers and networking equipment and will act as project manager for projects related to that area.

NATURE & SCOPE

Reporting directly to the Chief Information Officer, the incumbent supervises a team of technical specialists and provides hand-on expertise as required. The incumbent provides project management for and coordinates the daily work of the team. This position is responsible for providing guidance, direction, and vision and will advise the CIO on systems and infrastructure needs.

PRINCIPAL ACCOUNTABILITIES

- Provides supervision and management of personnel and resources
- Manages system related projects
- Provides vision and long term planning
- Provides expert advice to the CIO and subordinates
- Directs daily work

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires a Master's degree in Information Systems Management, Computer Science, Business Management, or closely related field. The advanced degree requirement may be substituted by a Bachelor's degree with extensive work experience in the related field. Five or more years experience in managing information technology systems and networks is required. Expert knowledge in Microsoft Active Directory and Cisco products is also required. MCSE and CCNA certifications strongly desired. Experience managing large databases and applications/web development preferred.