Director, Core Systems

Job Code 50017360

General Description:
Responsible for ensuring the availability, reliability, confidentiality of core systems infrastructure.

Examples of Duties:
Insure effective and reliable operation of mission critical core systems, database administration, and core systems hardware and software administration, configuration and maintenance.
Interview, hire, train, promote, and assign work to others
Develop and maintain the ongoing maintenance and support budgets and special project funds
Review security logs, performance reports, and system statistics
Monitor computer systems performance and operation
Direct and participate in the resolution of software faults and configuration
Evaluate and test hardware and software
Assure high availability and continuity of core systems infrastructure and support services
Formulate execution of procedures dealing with outages and mission critical computing systems
Keep abreast of developments through reading, correspondence, meetings and conferences
Plan information technology resource procurements
Prepare reports, letters and requisitions
Analyze faults and operating conditions of hardware and software systems
Determine when to call for equipment repair

Knowledge, Skills, and Abilities:
Knowledge of: Laws, guidelines, policies and procedures; fundamentals if computing and networking of hardware and software systems; management practice and theories; outside agencies and vendors; university department functions
Skill in: Descriptive, inferential, parametric and non-parametric statistics; problem-solving and troubleshooting skills; test equipment to apply diagnostics
Ability to: interpret contracts, schematics, complex technical documents and detailed graphs; work in a team atmosphere; establish rapport with other vendors and universities; explain technical material problems, policies and instructions;

Experience and Education:
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements: