NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY
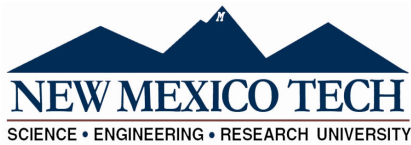
POSITION ANNOUNCEMENT

TITLE: <u>NETWORK SYSTEMS ADMINISTRATOR</u>   **DEPT:** <u>BUREAU OF GEOLOGY</u>

REG ☑   **TEMP** ☐   **FULL TIME** ☑   **PART TIME** ☐

STARTING RATE or SALARY RANGE <u>$70,720-$89,461</u>

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: <u>Concurrent*</u> CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

The New Mexico Bureau of Geology and Mineral Resources (NMBGMR), a research division of New Mexico Tech (NMT), is the state's geological survey. Located on the NMT campus in Socorro, New Mexico, our non-regulatory agency is a preeminent research organization dedicated to better understanding New Mexico's natural resources and the earth processes that impact our state's economy and communities.

We are looking for a self-motivated individual with experience in managing IT systems in a science agency. The prospective candidate will be responsible for the overall leadership and management of the New Mexico Bureau of Geology and Mineral Resources (NMBGMR) IT services. The Bureau's IT and Data Services team collaborates with our staff scientists and program leaders to facilitate the collection, storage, and dissemination of high-quality geologic data. Communication skills in a team environment are essential to accomplish these tasks, advance the program, and improve our delivery methods. Applicants should be able to problem-solve or collaborate with a team of specialists to solve issues related to agency network systems, data storage and integrity, and delivering information and data to the public.

These services include a broad range of components such as network, data storage, web, database, application development, security, help desk, and GIS. This position supervises all full and part-time IT staff. Establishes and maintains strong working relationships with campus Bureau senior leadership, research and support staff, campus IT staff, and other internal/external stakeholders to accomplish objectives. Strong leadership and management experience is required for this position, along with a broad technical IT background.

JOBS FUNCTIONS:

IT services strategic leadership and day-to-day management.	60%
IT services engineering, implementation, and maintenance.	30%
IT services direct support.	10%

REQUIRED QUALIFICATIONS:

Bachelor's Degree in Information Technology Management, Management Information Systems, Computer Science or related area. Master's degree in one of these areas preferred. Minimum of 8 years of work experience supporting a broad range of IT services and three years IT management experience. Strong interpersonal and oral communication skills. Excellent writing skills, both technical and non-technical. Expertise in project management, proposal writing, budgeting, etc.

DESIRED QUALIFICATIONS:

Master's Degree in Information Technology Management, Management Information Systems, Computer Science or related area. Master's degree in one of these areas preferred. Knowledge and experience in managing a running and Active Directory-based infrastructure. Knowledge and experience with Windows Server operating system and experience with enterprise disaster recovery and backup/restore procedures. Knowledge running Windows storage clustering capabilities and various hardware/software RAID levels. Knowledge of various networked storage technologies such as iSCSI, SMB, NFS and various networking protocols, topologies, and routing/switching technologies. Knowledge of various firewall and security technologies and various VPN technologies. Knowledge of ESRI's Arc server platform and associated technologies. Knowledge running web servers such as Apache, IIS and virtualization technologies such as Hyper-v, VMware, KVM.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	
100 + pounds	

PHYSICAL DEMANDS:

Standing 10%	Sitting 60%	Walking 10%	Pulling
Pushing 2%	Lifting 10%	Stooping	Kneeling 3%
Crawling	Climbing	Reaching 5%	Other

Apply to: nmtjobapps@npe.nmt.edu