

Position Description



Position Title: Systems Administrator

Department: **Applied Technology Group**

Responsible To: Managing Principal

FLSA Status: Exempt

Effective Date: February 23, 2009

Position Summary

The Systems Administrator will provide solutions-based information technology services for the Department of Defense (DoD) through systems administration best practices.

Contract Specifications

- Must be a US citizen with the ability to obtain/maintain a DoD Secret security clearance

Examples of Essential Functions & Responsibilities

- Installing, configuring, troubleshooting and maintaining servers and managing disaster recovery
- Ensuring security compliance (i.e., security patches, virus protection) and performance optimization by monitoring the operation of computing resources
- Creating documentation pertaining to system requirements, design, and operation
- Creating level of effort (LOE) and duration estimates for system installations and maintenance
- Foster positive work relationships with all stakeholders - customers, clients, co-workers, suppliers, other contractors and visitors, to meet identified contractual obligations
- Assist other team members with their responsibilities based on volume of work, established priorities and leadership direction
- Organize self and work space to ensure timely completion of assigned responsibilities, accounting for unanticipated support needs and changing priorities
- Ensure ongoing service to all clients, customers, employees, contractors, suppliers and visitors by raising service level concerns and opportunities to appropriate leadership personnel
- Ensure personal compliance to company and contractual guidelines as specified, with particular care given to safe work practices
- Monitor building security and report unusual incidents and findings to appropriate team members
- Perform other duties and responsibilities as assigned or requested that the employee is capable of performing

Education & Experience

- Bachelor's degree in Computer Science or related major; or 6+ years working with information systems
- Minimum five years system administration experience on both Windows and Unix platforms

Skills, Abilities & Traits

- Highly organized and motivated with the ability to proactively identify, analyze and resolve potential system/software risks and problems
- Ability to manage multiple program components and activities simultaneously, ensuring efficiency and effectiveness is achieved per contract requirements
- Ability to work as a team player and demonstrate personal initiative to complete the work of the team
- Must be able to establish a professional rapport with all contract/project stakeholders
- Must be sensitive to the professional expectations of the business, ensuring a positive interaction and impression for all stakeholders
- Highly reliable and capable of meeting work schedule consistently
- Proficiency in Microsoft Project and general project management terms, standards and processes
- Excellent verbal and written communication skills, as well as presentation skills

Candidates with the following qualifications will be given additional consideration:

- Red Hat Linux and/or Microsoft certification
- Specific experience with Network Appliance (storage) systems including NFS, CIFS, iSCSI, FCP, and SAN protocols
- Basic knowledge of the following languages, standards, and components: VMWare Virtual Infrastructure 3, XML, SOAP, WSDL, UDDI, J2EE, and Apache 2.2.x
- Three – five years experience in the administration and maintenance of enterprise architectures
- In-depth knowledge of DoD IA Directives: DoDD 8500.1; DoDI 8500.2; DoDD/I 8530.1/.2; CJCSI/M 6510.1; the NSA/IATF; CC Protection Profiles (PP) for TCSEC Level “C2” Controlled Access
- Knowledge of DoD/military command structure to include all military branches

The ideal candidate will be expected to support multiple DoD programs which currently include the Net-Enabled Command Capability (NECC), Net-Centric Enterprise Services (NCES), Consolidated Afloat Network and Enterprise Services (CANES), Joint Service Explosive Ordnance Disposal (JEOD), DoD Explosives Safety Board (DDESB), and Forge.mil.

Physical Demands & Expectations

- Regular physical activity to include walking, climbing stairs, bending, stooping, reaching, lifting (up to 30 pounds), and standing; occasional prolonged sitting
- Ability to speak, read, hear and write, with or without assistance
- Ability to use phone and computer systems, copier, fax and other office equipment

This position description represents a summary of the major components and requirements of the outlined job. Other duties and responsibilities may be assigned or required as business needs dictate. Questions regarding this description should immediately be addressed to the department manager or to Human Resources.