

SYSTEM ADMINISTRATOR POSITION JOB DESCRIPTION

RESPONSIBILITIES:

The System Administrator (SA) is responsible for effective provisioning, installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure. The SA participates in technical research and development to enable continuing innovation within the infrastructure. This individual ensures that system hardware, operating systems, software systems, and related procedures adhere to organizational mission requirements. Daily operations include performing daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups. Performing regular security monitoring to identify any possible intrusions. Performing daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery tapes or disks are created, and media is recycled and sent off site as necessary. Performing regular file archival and purge as necessary. Create, change, and delete user accounts per request. Providing Tier III/other support per request from various constituencies. Investigating and troubleshooting issues. Repairing and recovering from hardware or software failures. Coordinating and communicating with impacted constituencies. Server maintenance responsibilities include applying OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities. Configure/add new services as necessary. Upgrading and configure system software that supports the Enterprise infrastructure applications per project or operational needs. Maintaining operational, configuration, or other procedures. Performing periodic performance reporting to support capacity planning. Performing ongoing performance tuning, hardware upgrades, and resource optimization as required. Configuring CPU, memory, and disk partitions as required. Maintaining data center environmental and monitoring equipment.

QUALIFICATIONS

REQUIRED EDUCATION/SKILLS: Bachelor's Degree in Computer Science or related discipline. 10 years of experience in managing a Windows Server environment to include server virtualization technologies. Experience with the design and implementation of Learning Content Management Systems. Experience in instructional design, assessment and learning needs analysis, as well as web-based training design and development.

DESIRED SKILLS: Microsoft Windows Server Certification strongly desired.

Security Clearance Required: Secret