

System Administrator with IA Experience

Department: Technical

Location: Ft Belvior, VA

Part Time/Full Time: Full Time

Exempt/non Exempt: Exempt

Clearance Required: Minimum Top Secret

Job Duties *include but not limited to:*

- Must have previous IA Experience
- Working knowledge of standard network services and protocols, systems software, and automated tools
- Maintain and troubleshoot Microsoft Windows 2003 servers to include all installed software. Maintain and troubleshoot email issues on Exchange 2003 servers.
- Maintain daily, weekly, and monthly backups using Net Backup software.
- Optimize, configure, operate, and administer existing servers.
- Utilize troubleshooting tools to user and/or server problems.
- Complete documentation of all systems hardware, software, firmware, and configuration.
- Create user accounts, network printer shares, set/apply server file permissions.
- server disaster recovery.
- planning, testing, and implementing server software upgrades.
- Responsible for all phases of Life Cycle Management of server hardware.
- Responsible for documentation of all standard operating procedures dealing with server and user administrative functions.
- Responsible for user, server and/or software migrations when the need arises.
- Provide Tier III assistance to the Helpdesk

Job Requirements:

- Bachelor's degree in technical field
- Microsoft Windows 2003 servers, server disaster recovery,
- Tier III, helpdesk,
- Computer skills,
Problem solving,
- Ability to effectively communicate orally and in writing with personnel at all levels

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will be required to sit, communicate with other employees and to operate computer hardware systems. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.