SYSTEMS ADMINISTRATOR III IN WASHINGTON, DC

JOB DESCRIPTION:

- Responsible for managing the functionality and efficiency of one or more operating systems.
- Duties may include setting up administrator and service accounts, maintaining system documentation, tuning system performance, installing system wide software, validating and implementing critical system patches, and allocating mass storage space.
- Interacts with users and evaluates vendor products.
- Makes recommendations to purchase hardware and software, coordinates installation and provides backup recovery.
- At the more senior (exempt) levels, this family evolves into the development of policies and standards related to the use of computing resources, overall strategy, design, implementation, and operational aspects of multiple systems, operating environments, and related software.
- Schedules, plans, and oversees system upgrades.
- Develops functional requirements through interaction with end-users and coordinates with development team on systematic enhancements or changes.
- (It should be understood that this is not intended to be a detailed nor comprehensive description of any individual employee's job content. Managers set the specific duties and responsibilities for each employee).

SCOPE:

- Performs a variety of assignments associated with monitoring and controlling computer operating systems.
- Sets up and maintains computer systems.
- Analyzes system faults and troubleshoots and runs diagnostic tests on operating systems and hardware to detect problems.
- Installs developed software during various phases of testing.
- Reviews and prepares documentation for systems, tests and installation of software.
- Assists in selecting methods and techniques for obtaining solutions.
- Performs preventive maintenance on the operating systems as well as repair to system/environment problems.
- Administers systems/environment solutions for multiple projects with varying schedules.
- May interface with vendors for trouble calls.

PROBLEM COMPLEXITY:

- Works on tasks where analysis of data requires an evaluation of various factors.
- Exercises independent judgment within broadly defined practices and policies in selecting methods, techniques and criteria for obtaining results.
- Ensures project schedules, and performance requirements are met.

IMPACT:

- Contributes to the development of organization's goals and objectives.
- Decisions or failure to achieve results may cause delays in schedules.
- Errors may result in the expenditure of more resources.

LIAISON:

- Interacts daily with supervisors and/or functional peer groups and may interact w/customer.
- Interaction normally involves exchange or presentation of factual information.
- Monitors and organizes the efforts of clerical and technical support staff.

FREEDOM TO ACT:

- Normally receives no instruction on routine work, general instruction on new assignments.

KNOWLEDGE/SKILLS AND ABILITY:

- Having knowledge and experience, able to handle seldom occurring job events.
- May determine methods and procedures on new assignments.
- **Required Certifications/Critical Knowledge Areas:**
    - DoD 8570 IAT II certifications;
    - **Security+ Duties:**
        - Must be able to develop, manage, maintain, and evaluate computer hardware, security, software and software development tools; evaluate their ability to support specific requirements and interface with other equipment and systems, determine potential actual bottlenecks and propose recommendations for their elimination, and make recommendations for system improvements that will result in optimal software and hardware use.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in related field and 1+ years experience.

- Knowledge of administer computer systems.
- Requires the ability to handle normal daily system administrator issues.
- **Minimum Experience:**
    - 2 years of experience administering systems/networks with increasing levels of responsibility
    - High level of functional competency with Microsoft Server 2008R2-2016
    - High level of functional competency configuring and administering IIS web applications
    - Working knowledge of Windows Active Directory services, Group Policy, Remote Desktop Gateway
    - Knowledge of implementing server STIGs and DoD policies in systems/networks, RMF
    - Working knowledge of managing virtual environments, application load balancing
    - Knowledge of various UNIX operating systems
    - Familiarity with VMWare vCloud, ESXI, or vSphere
    - Experience with Databases and SharePoint are both a plus

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