



Senior Server Administrator

Number of positions: 1

Customer: Intelligence Community Customer

Location: Bolling Air Force Base, Washington DC

Travel: None

Clearance: TS/SCI

Shift: This is a day shift position with approximately 10% weekend and night time hours. The position also requires on-call support in the event of an outage during non-duty hours.

Position Description:

Successful candidate will provide operations and maintenance support for Windows Servers within the DIA's DoDIIS Enterprise. The Systems Administrator (SA) will participate in the technical planning, project coordination, scheduled and unscheduled maintenance and other operational support requirements throughout the lifecycle of the systems. The SA will be required to operation and maintain Windows servers within a Windows 2003 AD multi-domain environment. This role requires a balance of both excellent customer relationship management skills and IT technical knowledge.

Primary Tasks

Specific tasks and functions may include, but are not limited to the following:

- Troubleshoot application, network communications and storage problems
- Analyze software and hardware constraints to plan for user requirements
- Monitor performance of systems for their assigned functional area
- Perform diagnostics on system operations to identify potential user constraints
- Track and resolve problems which have a negative impact on systems operations
- Shall address customer concerns and obtain additional or clarifying data as necessary in order to recommend corrective actions.
- Plan and provide advice on the implementation of revised procedures, processes, methods or approaches.
- Shall analyze the existing operational plans and update/replace as necessary in order to accomplish the mission
- Utilize the developed production procedures and perform customer assistance functions as part of daily support
- Shall assist in supporting other technical team members in problem analysis activities
- Shall complete all necessary documentation pertaining to server maintenance, configuration, change and release management and coordinate with all necessary organizations and personnel in order to respond to and address new systems maintenance requirements, request for changes and service outages.
- Shall coordinate and execute a full system restoration in the event of a catastrophic failure
- Shall perform other technical and non-technical duties as assigned.

Required Skills

- Experience with Sharepoint up to and including v. 2007
- Experience with MS SQL up to and including v. 2005
- Experience with DNS in a Windows environment
- Experience with Windows 2000/2003 server
- Experience with Windows 2000 and Windows XP desktop operating systems
- Experience with server patching/software loading
- Experience with Oracle Siebel is a plus



- Experience with DNS and Active Directory
- Strong oral and written communication skills as public speaking will required
- Have obtained your MCSE, CCNA, SCSA, Security + and ITIL v3 foundations certifications

Minimum Education/Experience:

11 years of experience or a Bachelor's degree plus 7 years experience or Master's degree plus 5 years experience. Successful completion of a relevant IT certification may be substituted for one year of experience.