

JOB DESCRIPTION**VECTRUS SYSTEMS CORPORATION
OMDAC-SWACA***Job Title: Systems Administrator I***Job Title:** Systems Administrator I**Functional Job Title:** Systems Administrator I**Location:** All Locations**Last Revised:** 25 February 2015**Security Clearance:** Secret

This position description is subject to change at any time as needed to meet the requirements of the program or company.

POSITION SUMMARY:

The Systems Administrator I monitors Tier 1/2 server operations and performance using appropriate software applications and tools. The Administrators shall be the Helpdesk POC for all theater NIPR and SIPR enterprise systems issues, create and/or manage trouble tickets, and monitor status and report outages to RNOSC Operations. Reports directly to the Systems Administrator II.

MAJOR JOB ACTIVITIES:

1. Operates and maintains all aspects of server administration to include but is not limited to Microsoft 200X Active Directory, WINS, DNS, DHCP, print queues etc.
2. Daily administration of Exchange 200X servers and Outlook Web Access.
3. Microsoft SMS, MOM, SCCM and WSUS.
4. VERITAS Backup Exec to conduct file server Backup / Restores.
5. Maintain Systems Availability and perform regular maintenance on equipment.
6. Proficient at hardware maintenance and troubleshooting of various vender Server platforms including Dell, HP, LTO tape library, fiber switch, and SANs.
7. Maintaining antivirus / security requirements by the US Army standards and regulations.
8. Provides user and Microsoft Exchange account maintenance as required.
9. Performs other duties as required.

WORKING ENVIRONMENT:

The work environment will be 95% indoor and 5% outdoor. The outdoor work environment may exceed temperatures 100° F. Candidate must be able to physically withstand extreme heat.

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PHYSICAL ACTIVITIES:

Candidate must be able to lift, push and pull up to 40 lbs.

MINIMUM QUALIFICATIONS:

Education/Certifications: One year related experience may be substituted for one year of education, if degree is required.

Education: Associates Degree in Information Technology (IT) or a related field.

Certifications: This position requires candidates to adhere to DoD 8570.01-M. All candidates are required to maintain at least one (1) baseline certification and one (1) computing environment (CE) certification. The authorized certifications for this job title are listed as follows:

IAT Level: IAT II

Baseline: CASP, CCNA Security, CISA, CISSP (or Associate), GSEC, GCED, GCIH, Security+ ce, SSCP

CE:

- CompTIA Server+ •MCAP: Microsoft Exchange Server
- MCAP: Microsoft Office Communications Server
- MCAP: Microsoft Office SharePoint Server
- MCAP: Microsoft SQL Server
- MCAP: Windows Server: Directory
- MCITP: Business Intelligence Developer
- MCITP: Business Intelligence Developer 2008
- MCITP: Consumer Support Technician
- MCITP: Enterprise Administrator
- MCITP: Enterprise Desktop Administrator 7
- MCITP: Enterprise Support Technician
- MCITP: Server Administrator
- MCITP: Systems Administrator
- MCITP: Windows 7 Enterprise Desktop Support Technician
- MCITP: Windows Server 2008 R2
- Virtualization Administrator
- MCMP: Microsoft Exchange Server 2010
- MCMP: Windows Server 2008 R2: Directory
- MCSA: Windows Server 2000 Certification
- MCSA: Windows Server 2003 Certification
- MCSE: Windows Server 2003 Certification
- MCT: Microsoft Certified Architect
- MCT: Microsoft Certified IT Professional
- MCT: Microsoft Certified IT Professional – Dynamics
- MCT: Microsoft Certified Master

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Job Title: Systems Administrator I

- MCT: Microsoft Certified Systems Administrator
- MCT: Microsoft Certified
- Systems Administrator: Security
- MCT: Microsoft Certified Systems Engineer
- MCT: Microsoft Office 2007 Master Program
- Microsoft Certified Architect Program
- Microsoft Certified Desktop Support Technician
- Microsoft Certified IT Professional
- Microsoft Certified Solutions Associate (MCSA) – Certification
- Microsoft Certified System Administrator: Security
- Microsoft Certified System
- Engineer: Security
- Microsoft Certified Systems Administrator
- Microsoft Certified Systems Engineer
- SKO-003 CompTIA Server+ 2009
- VCP 4
- VCP 5

Experience: At least five (5) years of practical experience working with Windows Server 200 or higher operating systems (OS) and Active Directory tools. Candidate must possess a basic understanding of security principles and their application to an enterprise AD environment.

Prepared by: James Fox