



**Job Number:** 008

**Description:** Windows Systems Administrators

**Location:** (1) Denver, CO (2) Herndon, VA

**Duration:** Full Time

Job Number 008

Job Description

1 Senior level position and 2 junior level positions. Junior positions are located in Denver and Herndon.

Qualifications:

System Administrator is responsible for server maintenance, installing, configuring, troubleshooting, maintaining hardware/software, and other activities as related to system administration of Microsoft Windows Servers (currently 2003/2008) to ensure the availability and functionality of the production systems. Work is accomplished according to established priorities and procedures. Performs team activities, completes the technical assignments, and takes appropriate action to ensure that PC and server-based systems schedules are met.

Manages the Active Directory forest and domain environments including group policies, filters, users, groups, printers, login scripts, etc. Manages the server cluster environment including configuration, shares and permissions. Develops backup and recovery procedures for recovery from loss and destruction of data. Defines and/or administers the backup and recovery schedules and procedures including software installation and node management until migrated into enterprise solution. Maintains and updates a variety of images of base server configuration. Configures new servers or rebuild servers in accordance with established procedures.

Maintains security configurations for servers and images; reviews and recommends monthly releases of Microsoft patches. Schedules and performs monthly patches in accordance with established policies and procedures. Schedules and performs monthly scanning of servers; manages and reports on internet usage and sites visited in accordance with established procedures.

In addition to the common major functions described above, expertise is required for the following specialized critical functions. Designs, implements, manages, and monitors the DOI Active Directory (AD) OS and/or BC domain services, and customer hosting domains. Manages and supports the production, quality & assurance, and test environments, including operation and maintenance of the hardware, installation and configuration of software, network security, operating system, installation of security patches, maintenance of data, including backup and recovery services, user security, and remote access support and services. Provides support for AD technical problem determination and resolution. Configures and manages Public Key Infrastructure (PKI) OS intermediate server. Responsible for all Domain Name System (DNS) domain services and requirements, monitoring of domain servers using Microsoft Operations Manager (MOM).

Pay Rate

Senior - \$90-95k

Junior-\$60-65k

Benefits- Standard benefits available.

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