



## **Systems Admin description**

The Systems Administrator is responsible for effective provisioning, installation/configuration, operation, and maintenance of systems hardware / software and related infrastructure within two separate environments: (1) Windows 2012 Server and (2) Oracle over Linux.

### **Provisioning**

Assist in installing new / rebuilding existing servers and configuring hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements.

Develop and maintain installation and configuration procedures.

Research and recommend innovative, and where possible automated approaches for system administration tasks.

### **Operations and Support**

Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups.

Perform regular security monitoring to identify any possible intrusions.

Perform daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media and media is recycled and sent off site as necessary.

Perform regular file archival and purge as necessary.

Create, change, and delete user accounts per request.

Repair and recover from hardware or software failures. Coordinate and communicate with impacted constituencies.



## **Maintenance**

Assist in applying OS and database patches and upgrades on a regular basis and upgrading administrative tools and utilities. Add and configure new services as necessary.

Maintain operational, configuration, and disaster recovery procedures.

Perform periodic performance reporting to support capacity planning.

Perform ongoing performance tuning, hardware upgrades, and resource optimization as required.

Work with contracted desktop support provider to ensure timely resolution of desktop support issues.

Perform periodic disaster recovery tests.

## **KNOWLEDGE/SKILLS**

Associates or bachelor's degree.

Knowledge and support of Microsoft Cloud, Azure, and SharePoint is required.

Database/Systems Administration certification in Linux and Oracle is a plus.

Working knowledge and support experience with SQL Server, MS Windows, OS X, and MS Office a plus.