

**Job Title:** System Administrator I

**Project Title:** System Administrator I

**Job Location:** Lenexa, KS Location may change according to the client requirements

**Job Type:** Part-time  Fulltime  Hourly  Salaried

**Job Hours:** From 7:30am to 4:30pm, work schedule may change according to the client requirements

**Posting Close Date:** December 31, 2018

**Job Start Date:** December 14, 2018, Job start date may change according to client requirements

**Anticipated job duration:** 1-3 Days  4-150 Days  X Over 150 Days

**Minimum Qualification:**

3 Total Years Direct Work Experience

3 Total Years Technical Experience

1-3 Total Years Management Experience

**Testing Required During Interview:**

X YES  NO

**Minimum Education Required:**

High School  X BS/BA  MS/MA  Ph.D.

The Degree should be from an accredited\* college or university. Degrees in the areas of Computer Science, Computer Engineering, Electrical Engineering, or Information Systems is a plus.

\*Definition of Accredited: The term "accredited" is defined as a college or university certified by a nationally recognized accrediting agency as recognized by the U.S. Department of Education.

Years of Experience That Can Be Substituted for Education? Yes  X No  If So, at What Ratio?

Other Certifications Required? Yes  X No  If Yes, Please Specify:

MSCE, MCSA, MCDA, MCP, MTA, MCSD, PMP and CISSP certifications are a plus.

**Security Clearance:** Must have security clearance, or be able to pass security clearance

**Minimum Requirements:**

- 3 years' experience setting up, managing, maintaining, and documenting hardware and software resources in an IT production environment
- 3 years' technical experience in a production environment
- 1-3 years' experience in personnel management
- Must have Advanced knowledge and experience working with Microsoft SQL Server 2005/2008 and the SQL language
- Must have Strong Understanding of relational databases
- Must be able to independently generate technical and security requirements and provide solutions to setup and implement complex IT systems including developing system architectures to be used in a production setting

- Must have strong understanding and experience with Operating Systems including but not limited to Windows XP/7/8. Windows Server 2003/2008/2012
- Must have Strong Knowledge and experience with DNS, DHCP, TCP/IP, and Active Directory
- Must have Strong knowledge and experience developing and setting up secure systems and performing regular security monitoring to identify any possible vulnerabilities or intrusions and develop and maintain IT system security documentation
- Must be able to independently research and recommend to management innovative, and where possible automated approaches for system administration tasks, software, hardware, and system architectures and identify approaches that leverage company resources and provide economies of scale
- Must have strong experience performing 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.
- Must have strong experience performing daily backup operations, ensuring all required file systems, system data, and production data are successfully backed up to the appropriate media in accordance with company backup and retention policies.
- Must be able to design, setup, and implement complex IT systems using industry standard best practices and security policies independently
- Must have a strong experience in system and network administration in a production environment
- Must be creative and possess excellent communication, analytical and problem-solving skills
- Must be able to provide solutions to management without detailed instruction
- Must be able to handle pressure to meet difficult deadlines and expected superior performance
- Must be able to speak clearly, concisely, and confidently when addressing staff
- Must have excellent ability of report writing, training documentation, and accountability development.

**Additional Preferred Requirements:**

- Hands-on experience and background with Java, JavaScript, C# and documentation is a plus

**Position Description:**

The position is responsible for effective administration, provisioning, installation/configuration, operation, and maintenance of all project system databases, hardware, software and related infrastructure. This individual is accountable for all project systems and must be able to provide solutions with minimal direction or instructions from management. This individual must be able to work independently to effectively and efficiently design, setup, implement, maintain, and document secure robust systems to support company projects and infrastructure. This individual is responsible for independently ensuring all systems are secure and backed up according to company retention policies. The position will administrate all systems, hardware and software in production environment. The position will provide technical and operation support in production environment.

Individual shall have 3 years of devoted experience with designing, developing, configuring and/or maintaining MS SQL Server and databases. Experience and knowledge of database security architecture, performance tuning, capacity planning, and disaster recovery processes and procedures. Proven experience with complex database systems migration, consolidation, and/or integration, is a plus.

This individual must demonstrate the ability to research and implement new technologies that provide solutions to project teams. These activities include the definition of needs, benefits, technical strategy; research & development; system architecture development; technical analysis and design; system setup; system implementation; system maintenance; security setup; file backup; etc.

Responsibilities sometimes require working evenings and weekends, sometimes with little advanced notice.

**Duties:**

- Install new / rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements
- Install and configure IT systems to support company operations
- Develop and maintain installation and IT configuration procedures

- Research and recommend innovative, and where possible automated approaches for system administration tasks. Identify approaches that leverage our resources and provide economies of scale
- 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 vulnerabilities or intrusions and develop and maintain IT system security documentation
- Perform daily backup operations, ensuring all required file systems, system data, and production data are successfully backed up to the appropriate media in accordance with company backup and retention policies.
- Create, change, and delete user accounts per request.
- Provide Tier III/other technical support to company staff and investigate and troubleshoot issues.
- Repair and recover from hardware or software failures. Coordinate and communicate issues with managers and provide guidance and solutions.
- Apply OS patches and upgrades on a regular basis via WSUS/Windows update services, and upgrade administrative tools and utilities. Configure / add new services as necessary.
- Install Anti-Virus Definition Updates to servers and workstations.
- Upgrade and configure system hardware and software that supports company infrastructure for project and operational needs.
- Perform periodic performance reporting to support capacity planning.
- Perform ongoing performance tuning, hardware upgrades, and resource optimization as required. Configure CPU, memory, and disk partitions as required.
- Conduct periodic event log reviews
- Respond to environmental data center alerts outside of normal working hours and communicate and respond effectively.
- Responsibilities sometimes require working evenings and weekends, sometimes with little advanced notice.
- Ensure all activities are carried out in accordance with project commitments or specific objectives.
- Work with project manager and/or client to prepare work schedules and man-hour estimates.
- Maintain record of changes in instructions and ensures all team members are informed of changes.
- Respond to management requests and questions.
- Responsible for status and task management reports for area of responsibility.
- Other tasks from Management from time to time.

**Ecompex, Inc. is compliant with laws to provide absolute preference in employment to American Indians who are enrolled in a federally recognized tribe as defined by the Secretary of the Interior. Ecompex, Inc. is committed to expand opportunities for Indians to receive preference for training and employment. For this position, Indian applicants will be given preference in employment and training incident to such employment.**

**EEO Employer/Protected Veteran/Disabled. Ecompex is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national**

origin, disability status, protected veteran status, sexual orientation, gender identity, or any other characteristic protected by law.

**VEVRAA Federal Contractor.** Ecompex has a desire for priority referrals of protected veterans.

**Ecompex, Inc. is compliant with requirements of 41 C.F.R. § 60-1.4(a)(3).** This regulation protects applicants and employees from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.

**Ecompex, Inc. participates in the E-verify program as required by federal law.**

**Need Assistance?** If you believe you need a reasonable accommodation in order to search for a job opening or to submit an application, please send an email with your resume to [careerassistance@compex.com](mailto:careerassistance@compex.com) . Please indicate the specifics of the assistance needed. This is a dedicated e-mail address designed exclusively to assist disabled job seekers whose disability prevents them from being able to apply online. Only messages left for this purpose will be considered.

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Post Approved By:

Signature:



Printed Name: Michael Weglian

Title: Project Manager

Date: 11/27/2018