

Job Title:	Microsoft System Administrator – Mid	EITSS LCAT:	Microsoft System Administrator – Mid
Task Order:	Cyber Operations Support for the Office of Chief Information Officer (OCIO)	Task Area:	
Location:	Washington, D.C.	Travel Required:	
Job Summary			
Job Description			
<p>High Priority qualifications, skills, experience, certifications</p> <ul style="list-style-type: none"> • Microsoft Certified Solutions Associate (MCSA) or equivalent • List bullet 2 <p>Role and Responsibilities</p> <p>Responsible for the day-to-day administration of the Windows Server infrastructure. Maintains and manages servers hardware and software. Performs imaging of servers utilizing common imaging tools. Performs patching, hardening, and automated deployments. Performs basic troubleshooting and escalates complex issues to Senior Admins. Works primarily in a virtualized environment.</p> <p>The contractor will provide a dedicated Systems Engineer who has the responsibility for the complete lifecycle management, support, and application integration for the cybersecurity systems. This includes supporting the project managers in determining schedules and coordination for additional supporting resources. The contractor should expect to be involved with the daily operations of the integrated components to include all aspects of the operating systems, interconnects, and underlying hardware and virtual components. The contractor shall provide staff that has experience designing, deploying, operating, maintaining, and retiring systems to include operating system, data storage, network interconnection, physical hardware, and virtualization solutions. The System Engineer shall perform the following duties:</p> <ul style="list-style-type: none"> • Provide a combination of hypervisor (VMware and/or HyperV), Windows and Linux server administration support including installation, configuration and securing of the operating system to meet DOT baseline standards including “DOT Gold” images or applies system configurations where applicable • Maintain operating systems, including patching and necessary configuration changes, local account management, and facilitating AD account management for cybersecurity users/personnel, engaging, supporting, and ensuring that all systems within purview are appropriately backed up; and other server administration duties as may be expected or common within the ITSS service delivery description: <ul style="list-style-type: none"> ○ Provision, manage, administer, patch, and maintain servers ○ Conduct physical and virtual Server Builds, Installation and Configuration Set-up ○ Base Server Administration Activities (Production and Development Environments): <ul style="list-style-type: none"> ▪ Console Monitoring, BIOS 			

- OS (if Win/Linux/Unix)
- Patch Management
- Performance monitoring and reporting
- SDLC baseline activities.
- 24x7 Server Monitoring & Reporting on overall system performance and availability
- Administration of User Accounts, Media Services, and Domain Access (SSH, SFTP, etc.)
- Full Service Patch Management: Server, OS, and Security, Application, etc.
- Server and Application Monitoring & Reporting
- DNS/DHCP/IP Management Services
- Provision and support cloud services as procured by DOT
- PKI management for associated systems including the acquisition, provisioning/installation, and maintenance of necessary digital certificates in accordance with Federal and DOT standards and policies
 - HTTPS certificate management for applications using DOT approved certificate authorities
 - Single sign on implementation and operational support
- Engage with design team and provide recommendation to S-83 federal team leadership on approaches for system designs and improvements
- Execute deployments, updates, and other changes at the direction of the S-83 federal team leadership
- Provide vendor coordination for issues and problem resolution including support for application deployed in the S-83 systems
- Complete System diagrams and related documentation in support of DOT requirements

Qualifications and Education Requirements

Experience: Must have a minimum of 6 years of experience administrating servers and systems, cloud infrastructure, file and print environments, specializing in Windows operating systems. Must possess a Microsoft Certified Solutions Associate (MCSA) or equivalent.