Job Ad –Systems Administrator

Consulting firm in Gaithersburg, MD is seeking a permanent Systems Administrator with 3+ years of experience. Responsibilities include providing support, technical direction, and expertise of enterprise systems and infrastructure, including planning, administrating, and implementing all Information Technology/Information Systems (IT/IS) requirements. Candidates must have strong interpersonal communication skills (written/verbal) and a team-oriented, customer service attitude.

Essential Functions:
- Manage the day-to-day operations of all IT/IS infrastructure including storage, applications, databases, email services, systems management, network resources, and server/virtual infrastructure. This includes scheduling upgrades and maintenance that minimally impact core business and instructional functions. Performs off-hour upgrades, installing patches, service packs, maintenance releases, troubleshooting, etc.
- Installs, configures, maintains, and troubleshoots all network resources including servers, network infrastructure, virtual infrastructure, storage, applications, and sub-systems.
- Implements and maintains Information Systems security. Performs routine system audits and vulnerability assessments and verifies IS security compliance.
- Performs any troubleshooting, problem resolution, and end-user support.
- Monitors faults, performance, and capacity issues; prepares remediation reports and documentation.
- Proactively researches, analyzes, identifies, and resolves trends of utilization or errors and implements appropriate performance tuning and troubleshooting techniques.
- Continuously identifies opportunities for process and quality improvement and implements applicable technologies and/or process changes.
- Implement and configure highly available infrastructure including design and test of fail-over services, fault tolerance, disaster recovery, load balancing, etc.
- Implement and configure systems management and proactive monitoring tools; troubleshoots and resolve identified telecommunication and network issues.
- Implement and oversee backup systems. Protect all systems and end-user data: schedule and maintain onsite and offsite backups, review backup logs, develop and maintain backup procedures, restore data and configurations, document recovery plans, and implement new backup technologies.
- Document all systems administration processes and installation procedures.
- Performs other duties as required.

Requirements and Qualifications:
- Minimum BS/BA degree
- 3-5 years of relevant experience
- Experience with Windows Server/Active Directory environment and server virtualization
- Understanding of networking: DNS/DHCP/VoIP/IPS/VPN and firewall configuration
- Experience with enterprise backup software, anti-virus software, endpoint management/patch management tools, and Office 365

- Ability to complete software and hardware installations and system upgrades
- Knowledge of IT security best practices
- Professional IT certifications (Microsoft, VMware, Cisco, CompTIA, etc.) a plus
- Ability to work off-hours as needed/required
- Strong organizational and communication skills
- Demonstrated ability to work with minimal supervision
- Demonstrated ability to independently and effectively complete work assignments and projects in a timely fashion
- Demonstrated ability to meet deadlines

Interested candidate should submit resume and cover letter.

SCG is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.