Vacancy Announcement #30-17
System Administrator

SALARY: NEGOTIABLE   **DC Residents Preferred**

SUMMARY DESCRIPTION

Successful Candidate is responsible for maintaining all aspects of the data network supporting the Washington Convention and Sports Authority offices - Walter E. Washington Convention Center, Carnegie Library, RFK Stadium and the R.I.S.E. Center and Gateway DC. The network is comprised of approximately 25 Virtual Windows Servers hosted on Microsoft Hyper-V. The network supports approximately 300 users at four office locations and includes typical business applications such as Email and Collaboration software, Office Productivity, Anti-Virus, SaaS and IaaS and remote access.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment.

- Serves as Lead Administrator for the following platforms and Server-based applications:
  - Windows Sever
  - Active Directory
  - Hyper-V
  - Veeam
  - Office-365 Exchange
  - Azure ADFS
  - Palo Alto Firewall
  - IIS
- Designs, specifies, configures, installs, and maintains local area network hardware, and software, such as servers, firewalls, switches, and routers.
- Responsible for maintaining the security of the network through anti-virus control, email security, firewalls, and switch maintenance.
- Supports and controls access to the internet and works closely with technology vendors to maintain WAN infrastructure.
- Supports remote access to the network via Remote Desktop Protocol and Virtual Private Networking.
- Maintains and supports network connections between Events DC offices.
- Troubleshoots and corrects problems with the network and applications.
- Develops and implements policies and procedures related to network use, support, security, and backup.
- Establishes and maintains all aspects of Active Directory including user accounts, Security Groups, Group Policy and directory synchronization.
- Researches and evaluates new technologies.
- Collects and analyzes network utilization data in order to prevent problems and to anticipate need for enhancement.
- Monitors and maintains network stability and efficiency and server/application availability.
- Performs analysis of network needs and contributes to design of network architecture, integration, and installation.

- Prepares and maintains documentation of network systems and configurations. Responds to system errors, crashes, and downtime when they occur, including occasional evening and weekends.
- Provides second tier support assistance to the help-desk and other users.
- Communicates and coordinates network maintenance schedule, backups, and downtime to users.
- Stays abreast of industry trends and all applicable technologies, including cloud-based architecture, security issues, management tools, and business specific tools. Keeps up with changes in the functionality of, and requirements for mobile computing and BYOD connectivity.

SKILLS, KNOWLEDGE AND ABILITIES
- Excellent written and oral communication skills required. Must be able to express ideas and convey information effectively, both orally and in writing.
- Must have the ability to defuse stressful situations, calm users in distress, and assist non-technical users.
- Basic mathematical skills required.
- Exercises sound analytical judgment and demonstrates proven problem solving skills. Must have the ability to troubleshoot software and hardware problems and initiate timely corrective action. Must possess the ability to quickly identify, understand and implement new technology in a rapidly-changing environment. Must possess a strong work ethic, positive attitude and be able to think creatively.
- Experience in preparation of project/task plans and schedules, and status reports, as well as coordination of the activities of outside vendors is preferred. The ability to manage time and resources in order to deliver results on schedule with minimal supervision is required.
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- Experience in standard office environment; a portion of work will be conducted in a secure computer room. Some after business hours work may be required.
- May be required to lift up to 40 lbs.

CORE COMPETENCIES (SPECIALIST)
- Job Knowledge and Technical Expertise
- Strategic Thinking
- Project Management
- Problem Solving
- Attention to Detail

MINIMUM QUALIFICATIONS
- Bachelor's degree or extensive college-level coursework in computer science and 3 years' prior experience or no degree and 5 years' prior experience.
- Advanced knowledge of the following required:
  - Microsoft Windows Server 2008/2012
  - Microsoft Hyper-V Cluster Management
  - Anti-Virus and Email Security Administration
  - Veeam (or similar) Backup Software
  - Basic Networking (TCP/IP, VLans, Subnets, VPN)
- Intermediate to advanced knowledge of the following required:
  - Microsoft Azure Infrastructure Administration
  - Microsoft Office 365 Administration
  - Palo Alto Firewall
  - Wireless Technology
  - CISCO CLI Language
  - Share Point Administration

CERTIFICATES, LICENSES, REGISTRATIONS
- MCSE, MCSA, CCNA preferred.

In an effort to protect our environment from paper waste all candidates must apply on-line on our website:
http://careers.wcsa.com/employment/application.aspx

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW
Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.
Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

Washington Convention & Sports Authority T/A Events DC
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