

Systems Administrator

Fort Belvoir, Fairfax, VA

Regular Full-Time Position

Requisition: R3E626

Complete Professional Services (CPS) is searching for a **Systems Administrator** to support to the Defense Health Agency with an ongoing and coordinated Desktop to Data Center (D2D) effort to integrate and deliver IT infrastructure services. This effort enables the medical mission to be achieved through a platform that allows providers to access systems, move seamlessly, and exchange health information and medical records securely across the enterprise and with trusted partners. Qualified applicants must be detail-oriented, result-driven individuals who work well within team environments and have good interpersonal skills, as well as good client interaction skills.

Roles and Responsibilities:

- Provide technical support for both hardware and software issues.
- Manage the configuration and operation of computer operating systems.
- Install, configure computer software and maintain its integrity.
- Implement operating system enhancements that will improve the reliability and performance of the system.
- Monitor the system daily and respond immediately to security or usability concerns.
- Create and verify backups of data.
- Upgrade systems and processes as required for enhanced functionality and security issue resolution.
- Review application logs.
- Install and test computer-related equipment.
- Monitors and responds to complex technical control facility hardware and software problems. Interfaces with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance.
- Monitors and responds to hardware, software and network problems.
- Provide documentation for System Administration, as needed.

Requirements:

- Minimum one year Experience as an Systems Administrator

Education Requirements:

- A bachelor's degree in Computer Science, Information Technology, Engineering, or equivalent.

Certifications Requirements:

- Microsoft Certified Solutions Expert (MCSE)

Clearance Requirements:

- DoD Secret