

**Information Technology (IT) Administrator
Position Description**

Department: Federal Services	FLSA Status: Exempt
Reports to: Site Manager	Date: 01/24/19

Primary Function:

The IT Administrator is responsible for the maintenance, operation, and security of PTI Aberdeen, NC facility hardware and software systems to include but not limited to: Cisco network and VPN, MS Windows servers and clients, Linux servers, and VMware ESX virtual environment.

Essential Duties and Responsibilities:

- Interface with clients both internal and external to quickly resolve IT related questions and concerns
- Responsible for the maintenance, operation, and security of all hardware and software systems including but not limited to:
 - Cisco network and VPN
 - MS Windows servers and clients
 - Linux servers
 - VMware ESX virtual environment
- Other duties as assigned

Promote and actively embrace the concept of professionalism, with an emphasis on quality, commitment, integrity, ingenuity, teamwork, the community and the environment. Safety is a deeply rooted cultural value and it must be promoted and enforced at all times.

Minimum Qualifications/Experience:

Preferred candidates will have a four (4) year degree in Information Systems or related discipline and four (4) years' experience however, this is not a final determining factor and all applicants will be evaluated based on experience and skills.

Must possess or have the ability to obtain and maintain a Top Secret DoD or US government security clearance.

One or more of the following certifications are required:

- Cisco Certified Network Associate (CCNA)
- Microsoft Technical Associate (MTA)
- Red Hat Certified System Administrator (RHCSA)
- Security+ or other DoDD 8570 Information Assurance Management Level II certification
- Ability to work independently with a high degree of initiative and little oversight

Knowledge of:

- VMWare software and services
- SonicWall administration
- Carbon Black host security monitoring tools

- Microsoft Active Directory, Domain Name System, Certificate Authority, and Windows Server Update Services, Skype for Business
- Cisco Virtual Private Networking, Call manager Express, network design and administration
- Mac OS
- Network Cable and Fiber Optic termination and patching

Additional Skills:

Necessary training will be provided:

The Information Systems Security Manager (ISSM) manages the information security program for the PTI Aberdeen, NC Facility. They are totally responsible to insure the safeguarding of all classified IT systems, IT material, and Hardware on the premises. They will meet all DSS training and certification requirements and coordinate with DSS for inspections and reports.

Benefits:

Medical, Dental, Vision, HSA, 401k, Accident, Critical Illness, Death/Funeral Benefit, Paid Vacation, Paid Holidays, Employee Scholarships, Dependent Scholarships, Tuition Assistance

Other Qualifications:

The physical demands and work environment described here are representative of the conditions that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk; stoop, kneel, crouch, climb stairs and ladders. The employee must occasionally lift and/or move up to 25 pounds – infrequently up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The job requires occasional overtime.

Work Environment:

While performing the duties of this Job, the employee is frequently exposed to the typical environment of a server room. Other duties may require exposure to atmosphere more severe. If there is construction or modification of the facilities – employee will be exposed to noises and dangers, such as: moving machinery, power tools, and other effects typical of a construction environment. While the noise level in the work environment is usually moderate but there may be occasional exposures to louder levels of sound. The employee will have the possibility of working outdoors in various climates.

Travel:

Occasional travel will be required in order to accomplish the goals of the customer. Travel should not exceed 20% of total yearly work hours. Various forms of transportation will be utilized to include aviation, vehicle, and maritime. There is also the possibility of travel outside the United States where there will be the need for a valid passport.