

Job Description



Job Title:	Systems Administrator		
Location:	Loveland, CO	Travel Required:	Minimal
Level/Salary Range:	\$65 – \$70,000	Position Type:	Full-Time
Date Posted:	4/17/2018	Posting Expires:	N/A
Mandatory Job Requirements:	<ul style="list-style-type: none"> • Bachelor of Science degree (or a minimum of 5 years of systems administration experience.) • Must be willing and able to complete a DoE background investigation for the position. 		
Applications Accepted By:			
Fax or E-mail: michelle.dionne@imcva.com Email Subject Line: Systems Administrator <i>Preferred method of receiving applications is email</i>		Mail: Michelle Dionne, Corporate Recruiter Innovative Management Concepts, Inc. 21400 Ridgetop Circle, Suite 210 Dulles, VA 20166	
Job Description			

The systems administrator is responsible for systems management primarily within a SCADA environment which may include network, file, and print services, hardware, software and application support, Active Directory administration, Linux Red Hat administration, patch management, system backups, and monitoring. In addition, this position interfaces with the helpdesk ticketing system (ServiceNow), IT support entities, and the end-user to resolve incidents.

Essential Functions:

- MS Windows Server 2008/2012/2016 domain and Active Directory
- RedHat v6/v7
- VMware Administration
- Server installation/rebuild, configuration and administration
- Manage Active Directory, user accounts, passwords, mailboxes, databases, file level permissions, Group Policy and Organizational Units
- Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes by reviewing system and application logs, and verifying completion of scheduled jobs such as backups
- Able to manage and deploy software patches and updates and update release cycles with SCCM/CMCB
- Tier II and III hardware and software support; including network printer and copier support
- Mobile device support including iPads, iPhones, tablets and Android
- Perform ongoing performance tuning, hardware upgrades and resource optimization
- Participate in the development, implementation and testing of disaster recovery procedures (DRP/COOP)
- Support annual infrastructure and Windows AD object audits
- Support periodic IG, DOE and KPMG audit requests for information
- Other duties as assigned

**Required Qualifications and Skills:**

- Bachelor of Science degree or five years of experience in systems administration
- MS Windows Server 2008/2012/2016 domain and Active Directory administration experience
- Extensive knowledge of MS Windows 7, Windows 8, Win 10, and MS Office
- Tier II & III hardware and software support experience
- **Must be willing and able to complete a DoE (Public Trust) background investigation for the position.**

Preferred skills:

- MS Exchange administration experience
- Experience with SCCM (CMCB) and VMware
- Experience with SAN and clustered environments
- MS Certifications MCSA, MCSE, MCITP Windows Server 2003/2008/2012
- Knowledge of AD, LDAP, DHCP, DNS, IIS, CIFS, NFS, Apache, Tomcat
- Experience working in a SCADA or CIP environment
- Knowledge of Linux Red Hat administration, patch management, system backups and monitoring
- Strong problem-solving and decision-making skills
- Excellent verbal and written communication skills
- Ability to gain, understand and apply knowledge from technical manuals and SOPs

Background Information

Innovative Management Concepts, Inc. (IMC), a [Service-Disabled Veteran-Owned Small Business](#), provides systems engineering and information technology services to government and commercial clients. As a Service-Disabled Veteran-Owned Small Business, IMC places a special emphasis on recruiting and hiring veterans. Since its founding in 1989, IMC has offered expertise in: software development, verification, and validation; technology and project forecasting; continuous feedback and organizational communications; training systems; IT architectures; and website development, maintenance, and help desk support. Find out more about IMC at www.imcva.com.

IMC is an Equal Opportunity Employer