

ESM is looking to hire for a full-time System Administrator. The work location will be Jacksonville, FL. This position requires an active SECRET clearance.

Must maintain at a minimum CompTIA Security+ certification. Must have and maintain a MSCE certification.

Systems Administrator

Environment: Windows, VMWare, Oracle

Manage the installation, configuration, and maintenance of the Enterprise Network. Schedules installations, upgrades, and maintains them in accordance with established Information System (IS) policies, procedures and SLAs. Monitors the system to achieve optimum level of performance. Ensures Network data integrity by evaluating, implementing and managing appropriate software and hardware solutions. Ensures data/media recoverability by implementing a schedule of system backups and database archive operations, and be capable of demonstrating the recovery procedures. Supports media management through internal methods and procedures or through offsite storage and retrieval services. Develops and promotes standard operating procedures. Directs routine hardware and software audits of Windows workstations and servers for compliance with established standards, policies, configuration guidelines and procedures. Provides oversight for the development and maintenance of a comprehensive Network hardware and software configuration database/library and all supporting documentation. Install, configure, and maintain Windows workstations and servers, including Web servers in support of business processing requirements. Performs software installations and upgrades to Windows operating systems and layered software packages. Completes scheduled installations and upgrades and maintains them in accordance with established IS policies, procedures and SLAs. Monitors and tunes the system to achieve optimum level of performance. Ensures Windows workstation/server data integrity by evaluating, implementing and managing appropriate software and hardware solutions. Ensures data/media recoverability by implementing a schedule of system backups and database archive operations. Supports media management through internal methods and procedures or through offsite storage and retrieval services. Develops and promotes standard operating procedures. Conducts routine hardware and software audits of Windows workstations and servers for compliance with established Information Assurance standards, policies, configuration guidelines and procedures. Develop and maintain a comprehensive Windows hardware and software configuration database/library of all supporting documentation.

Mid-level, management-oriented personnel who can perform the required tasking in order to meet established deadlines. Deal with goal setting and department-level decision-making. Responsible for each of the areas within their functional line. Must be able to read, write, speak, and understand English fluently.

ESM provides equal employment opportunity to all individuals regardless of race, color, creed, religion, gender, age, sexual orientation, national origin or ancestry, disability, genetic information, veteran status, gender identification or any other characteristic protected by state, federal or local law.