

Location: Atlas Systems office in Virginia Beach, VA		
Job title: Systems Administrator		Pay Grade: 4
Reports to: Kathy Poston, Director of ITS		
Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time Maximum Hours _____ Overtime allowed _____ <input type="checkbox"/> Intern	Level/Grade: <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Classified	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt
Overview of Position A Systems Administrator contributes to Atlas Systems' success by providing exceptional and responsive technical support to all aspects of the systems and network infrastructure.		
Primary Tasks <ul style="list-style-type: none"> Establish, setup, and maintain hosted servers. Setup includes installing SSL certificates, updating the firewall, configuring remote authentication as needed, etc. Assist with hosted server Service Tickets. Support infrastructure by taking on projects as needed. Support a variety of Microsoft products and assist with the installation of new technology. Assist with maintaining hardware inventory, including warranty documentation. Establish, setup, and maintain internal servers, desktops, notebooks, printers, user accounts, and user environments; including the setup of phones, email accounts and various other devices Maintain server, network, and software configuration documentation. Provide backup to Systems Administrator functions, including during off-hours. 		
Occasional Tasks <ul style="list-style-type: none"> Other duties as assigned. 		
Required Skills, Experience and Education <ul style="list-style-type: none"> Bachelor's degree or comparable work experience. Two or more years experience with computer software including Microsoft Windows Server operating systems. An understanding of basic computer software and hardware operations including networking and security. Experience in troubleshooting software and hardware issues. Experience in support or customer interaction situations. Experience with database, virtual machine, and operating system software, particularly client/server applications and SQL databases. 		
Preferred Skills, Experience and Education <ul style="list-style-type: none"> Knowledge of the following Microsoft Systems: <ul style="list-style-type: none"> Azure, SQL Server, Hyper-V, Lync, Exchange and DPM. 		
Special Job Requirements <ul style="list-style-type: none"> Ability to lift 75 pounds. Ability to work non-traditional hours, including nights and weekends. This position requires "on-call" time. 		