ARCTEC Alaska **ANNOUNCEMENT**

RFT SYSTEMS ADMINISTRATOR – PHQ

Current resumes and applications are required and may be sent to: human_resources@arctecalaska.com

PURPOSE OF POSITION:

Operate and maintain the ASRC Information Management System (AIMS)Assess, evaluate and implement all automated data processing equipment (ADPE) requirements. Assist ARCTEC management with the development and maintenance of relational database programs for users and all procedures for operation and maintenance of the IMS.

PRIMARY RESPONSIBILITIES:

1. Operate and maintain an unclassified Network consisting of desktop and portable computers and associated operating systems and software applications, file servers, electronic mail servers, and routing equipment for the ARS project. .

2. Ensure network and computer security patches and antivirus updates are installed and configured to meet Government and commercial standards for information assurance objectives.

3. Ensure that software applications installed on Company AIMS computers and servers comply with Company policies for approved software. Remove upon discovery any unapproved software, unlicensed software, shareware, or freeware from IMS computers.

4. Diagnose, repair, or replace defective components to the module level on assorted ADPE in a timely manner.

5. Implement and maintain a data backup procedure for shared information.

6. Administer current and future maintenance management systems.

7. Ensure the OPS Manager is advised of any system degradation or security breaches.

8. Assist the OPS Manager with the development of database programs, user interfaces, reports, and data products to support end-users.

9. Develop and maintain a hardware and software inventory program.

10. Ensure all hardware, software, and documentation purchased for or provided as part of the IMS is marked as such and listed on appropriate property records.

11. Advise the OPS Manager of necessary and future computer and network requirements.

12. Ensure that electronic data files required to be delivered to the Government upon contract transfer are available within five (5) working days after notification by the Contracting Officer (CO).

13. Plan and coordinate work activities with other ARS personnel, sites and departments.

14. Be familiar with ARCTEC Alaska publications, policies and procedures, and the systems, procedures, and equipment applicable to the job responsibilities.

15. Perform limited removal, maintenance, and replacement actions for ADPE components associated with the Automated Weather Observing System (AWOS) and Supervisory Control and Data Acquisition (SCADA) mission systems, to include installing basic operating system.

16. In coordination with the Radar Specialists, perform limited removal and replacement actions for ADPE components associated with the monitor and display functions of the AN/FPS-117 and radar system.

SECONDARY RESPONSIBILITIES:

1. Provide operator training to IMS users to include "hands-on" training covering any new or upgraded IMS, including new software.

2. Assist the Operations Manager in developing, implementing, and maintaining Company policies and procedures with respect to software licensing, electronic mail, and use of the Internet.

3. Make available to all system users complete and current application and system user documentation when available.

4. Perform administrative duties and maintain assigned workplace, materials, and equipment in a safe, secure and neat condition.

5. Work cooperatively and constructively with customers, third party representatives and Company personnel as required.

6. Perform other applicable duties as assigned.

CORE QUALIFICATIONS:

1. Must be a US citizen or US national and have the ability to obtain and maintain a SECRET security clearance.

2. Must be able to obtain and maintain current Common Access Card (CAC)

3. Bachelor's degree in computer science or related subject matter. A combination of specialized vocational training and experience in maintaining computer systems or networks may be substituted in lieu of a degree on a one-for-one basis. This requirement is in addition to the minimum experience described in paragraph 4.

4. At least three years combined experience and proficiency in the following:

   a. Systems administration of Microsoft network and desktop operating systems, including installation, updates, and patches.

   b. Database administration with emphasis on Microsoft Access and Microsoft SQL server programming and administration.

c. Customer support, including installation and training in Microsoft Windows operating systems and the Microsoft office automation suite.

d. Hold and have ability to maintain a Security+ or higher certificate.

5. Detailed knowledge of computer applications including word processing (MS Word), spreadsheets (MS Excel), relational database (MS Access), and electronic mail (MS Outlook).

6. Demonstrated problem-solving and interpersonal skills to interact cooperatively and constructively with co-workers and customer representatives.

7. Ability to effectively coordinate schedules under demanding time and business constraints, prepare action plans for achieving results.

8. Positive, professional customer service attitude with the ability to represent the Company in contract related matters to the Government.

9. Ability to speak, read, and write English proficiently enough to complete employment duties.

10. Strong organizational skills and the ability to work independently.

11. A valid Driver's License with an acceptable driving record.

12. Current biannual CPR and First Aid Certification with AED.

13. Ability to work under pressure and manage multiple priorities in a volatile and diverse environment.

14. Ability to travel in small aircraft and be prepared to remain overnight in small villages in substandard accommodations.

SECONDARY QUALIFICATIONS:

1. VMWare hypervisor with on prem and cloud storage knowledge a plus.

2. Experience with computer routing and switching equipment (Cisco and Meraki).

3. Experience with Office 365 a plus.

4. Experience with Microsoft Active Directory and cloud integration a plus.

5. Knowledge of cybersecurity requirements to CMMC level 2.

6. In-depth experience with remote communications hardware and software.

7. Ability to travel in small aircraft and to remote location if necessary.

8. Experience with Spiceworks Help Desk software a plus.

9. Experience with Sophos Central endpoint protection software a plus.

10. Experience with GoToAssist/RescueAssist remote support software a plus

<u>PHYSICAL REQUIREMENTS</u>:

The following physical activities are frequently required of a Systems Administrator: Balancing; bending; kneeling; squatting; reaching; sitting; standing; walking; climbing steep stairs; pushing; pulling; lifting heavy objects; grasping; communicating in person, by phone or through written correspondence; hearing; and seeing. Certain duties may require repetitive motions. The noise level in the operating environment may require hearing protection.

<u>REPRESENTATION OF POSITION</u>

This position is covered under the Collective Bargaining Agreement (CBA) between the International Brotherhood of Teamsters (IBT) Local 959 and ARCTEC Alaska J/V as it relates to wages, benefits hours and working conditions.