

As the Server Administrator, you will help ensure the Airports Authority's technology systems run efficiently and securely.

### **JOB DESCRIPTION**

- Server Administrator I
- Works under the general supervision of the Datacenter Operations Manager.
- Serves in the Technology Operations and Support Department of the Office of Technology located at either Washington Dulles International Airport (IAD) or Ronald Reagan Washington National Airport (DCA).

Ensures technology systems run efficiently by maintaining software updates, implementing new systems structures, monitoring server activity, and auditing server security. Provides reporting and metrics for storage utilization/performance and conducts problem analysis and server continuous improvement. Performs related functions.

### **GENERAL REQUIREMENTS**

- Monitors/maintains Windows and Linux Server operating system and server components.
- Designs, develops, tests, debugs, and implements operating system components, software tools, server hardware, system components and utilities required for the operation, maintenance and control of the Airports Authority's technology systems.
- Researches, identifies, tests, and certifies technology products required for server and storage solutions. Performs Operating System and patch testing on all changes prior to installation.
- Performs routine administrative tasks such as entering/setting up, updating, and modifying user rights/privileges. Ensures permissions and access rights are in sync with business needs.
- Creates backup and recovery strategies to ensure system recoverability. Works with Security Operations in the design of server and storage system security policies.
- Assists Program Support personnel in the documentation of aspects of assigned systems including system design and dependencies, change history, problem history, backup, restore and disaster recovery procedures and maintenance policies.
- Researches, tests, certifies, and participates in selection of technology products required for server and storage solutions. Applies patches to major Windows environment system and subsystems and performs Operating System and patch testing on all changes.
- May perform administrative tasks such as setting up/modifying user privileges, maintaining operation of systems and software, and ensuring access rights are meet business needs.
- Writes and updates technical notes, instructions, change control plans, and procedures.
- Documents changes made to the system and communicates analyses of problems to others on the team. Documents system design and dependencies, change and problem history, backup, restoration, and disaster recover procedures, and maintenance.
- Performs other duties as assigned.

## **QUALIFICATIONS**

- Six years of progressively responsible experience in server administration, including supporting and managing servers in a Windows/Linux production environment.

## **KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of and ability to perform Windows Server administrative tasks including one or more of the following (Exchange, Active Directory, SharePoint, Lync Server).
  2. Knowledge of and skill in large scale design and implementation of Active Directory (Domain trust, site and services, group policy), IIS, DNS and other Microsoft solutions.
  3. Knowledge of and skill in RAID, NTFS and Share Permissions.
  4. Skill in virtualization (VMWare).
  5. Skill in backup administration (including practical experience with at least one of the following: Netbackup, Backup Exec, etc.).
  6. Skill in DNS, DHCP, Group Policy Administration.
  7. Ability to manage and administer all aspects of user account management such as password, group, and privilege management for user access.
- Ability to perform complex analyses of data and information and make recommendations.
  - Ability to speak and write effectively.

## **PREFERRED QUALIFICATIONS**

- Certification as a Microsoft Certified Solutions Associate (MCSA) or Microsoft Certified Solutions Expert (MCSE).
- At least one certification from Citrix, Linux Red Hat, or Microsoft Windows Server.
- Certification training in one or more of the technologies supported, such as Symantec Netbackup, Symantec Enterprise Vault, Dell/EMC Storage certification.

## **EDUCATION**

- A Bachelor's Degree in Computer Science, Telecommunications, Management Information Systems, or related field, or an equivalent combination of education, experience, and training that totals four years.
- A fully equivalent combination of education and training beyond what is needed to satisfy the education requirement may be used to substitute for up to two of the six years of experience. For example, a master's degree may substitute for two years of experience.

## **CERTIFICATIONS AND LICENSES REQUIRED**

- A state driver's license in good standing.

## **NECESSARY SPECIAL FACTORS**

- Work is typically reviewed in progress and upon completion for quantity, quality, timeliness, teamwork, customer service, and other factors.
- Works a varied schedule of days and hours outside normal business hours for scheduled and emergency maintenance, upgrades, and standard on-call rotation.