

Title: DFS System Administrator Master **Region:** District of Columbia
Req ID: 569843

Details**Requisition Details**

Req. Class: SADMV1 : 4-Master **Region:** District of Columbia
Title: DFS System Administrator Master
Req. Status: Open
No. of Openings: 1 **No. Filled:** 0
Start Date: 08/06/2018
No New Submittals After: 07/24/2018
Max Submittals by Vendor per Opening: 2

Worksite Address: 401 E Street SW, Washington

Agency Interview Type: In Person

Advanced Technical Screening Required?: No

Existing Incumbent Resource?: No

Requisition Description

Engagement Type: Contract

Short Description: 16+ years of experience. The System Administrator (SA) is responsible for effective provisioning, installation/configuration, operation, and maintenance of computer hardware and software and related infrastructure.

**Complete
Description:**

The District of Columbia Department of Forensic Sciences (DFS) is seeking a System Administrator. The System Administrator shall be required to work with DFS internal staff Forensic Technology Unit (FTU) to help maintain IT infrastructure and assist with a data storage project. DFS wants to hire a Master Level System Administrator that has extensive experience managing databases. The System Administrator shall have a combination of technical skills, knowledge, and abilities necessary to perform the work of the position with little to no training. A 4 Year College Degree with excellent customer service, oral, and written communication skills are mandatory. IT certifications are a plus. Server - Systems Administrator shall install, configure, and help maintain the operating system of end users' workstations and on a total of 50 Production and Non-Production Windows and Linux (virtual and physical) servers. Monitor and tune servers to achieve optimum performance levels. Systems Administrator shall patch/ update enterprise based servers in a large data center environment. In addition, the System Administrator shall assess technical requirements, and provide recommendations to the FTU Manager. 10+ years' verifiable hands on experience work experience with Windows/Linux Server Administration. 5+ years' experience administrating Citrix XenServer in an enterprise environment. Puppet configuration management knowledge. Database: Systems Administrator shall design, create, implement and help maintain SQL and Oracle databases that support LIMS COTS applications. Systems Administrator shall help design and performs database optimization plans, conversions, maintenance plans. Shall work with DFS functional units to pull queries and create reports. Systems Administrator shall design disaster recovery and backup plans using Symantec Backup Exec. 5+ years of verifiable hands on experience as a database administrator. SAP Crystal Reports experience is a plus. -

----- CONTRACT JOB DESCRIPTION

Responsibilities: 1. The System Administrator (SA) is responsible for effective provisioning, installation/configuration, operation, and maintenance of computer hardware and software and related infrastructure. 2. Participates in technical research and development to enable continuing innovation within the infrastructure. 3. Ensures that system hardware, operating systems, software systems, and related procedures adhere to District policies, standards, and guidelines. 4. Systems administration engineering and provisioning, operations and support, maintenance and research and development to ensure continual innovation. 5. Installs new / rebuild existing servers and configures hardware, peripherals, services, settings, directories, storage in accordance with standards and project/operational requirements. 6. Performs daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups. 7. Performs regular security monitoring to identify any possible intrusions. 8. Performs daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery tapes or disks are created, and media is recycled and sent off site as necessary. 9. Perform regular file archival and purge as necessary. 10. Creates, changes, and deletes user accounts per request. 11. Provides Tier III/other support per request from various constituencies. 12. Investigates and troubleshoots issues. 13. Diagnoses and recovers from hardware or software failures. 14. Coordinates and communicates with impacted constituencies. 15. Applies operating system (OS) patches and upgrades on a regular basis, and upgrades administrative tools and utilities. 16. Configures / adds new services as necessary. 17. Upgrades and configures system software that supports infrastructure applications or Asset Management applications per project or operational needs. 18. Maintains operational, configuration, or other procedures. 19. Performs periodic performance reporting to support capacity planning. 20. Performs ongoing performance tuning, hardware upgrades, and resource optimization as required. 21. Configures central processing unit (CPU), memory, and disk partitions as required. 22. Maintains data center environmental and monitoring equipment. Minimum Education/Certification Requirements : Bachelor's degree in Information Technology or related field or equivalent experience

Client Information**Work Location:**

DFS - 401 E Street, SW
Washington DC 20024

Cost Center:

DFS - Department of Forensic
Sciences

Required/Desired Skills

Required /Desired

Skill	Required /Desired	Amount	of Experience
16+ yrs installing and configuring system hardware/software in an enterprise environment	Required	16	Years
16+ yrs installing operating system (OS) patches and upgrades	Required	16	Years
16+ yrs monitoring networks to ensure security and availability	Required	16	Years
16+ yrs performing daily backups	Required	16	Years
16+ yrs troubleshooting server and other hardware issues	Required	16	Years
Bachelor's degree in IT or related field or equivalent experience	Required	20	Years
Windows/Linux Server Administration - hands on experience (Virtual and Physical)	Required	16	Years
Citrix XenServer in an enterprise environment	Required	5	Years
Puppet configuration management and knowledge experience	Highly desired	2	Years
SharePoint 2013 Administration	Highly desired	2	Years
SQL databases which support Laboratory Information Management System (LIMS) COTS Applications	Required	5	Years
Oracle Database which support Laboratory Information Management System (LIMS) COTS Applications	Required	5	Years
SAP Crystal Reports	Highly desired	2	Years
Worked in large data center environment.	Required	5	Years
Excellent customer service, oral and written communication skills	Required	16	Years
IT Certifications - related to position	Highly desired	2	Years

Questions

	Description
Question 1	Absences greater than two weeks MUST be approved by CAI management in advance, and contact information must be provided to CAI so that the resource can be reached during his or her absence. The Client has the right to dismiss the resource if he or she does not return to work by the agreed upon date. Do you accept this requirement?
Question 2	Please list candidate's email address that will be used when submitting E-RTR.
Question 3	There are no reimbursable expenses. Do you accept this requirement?