



**Job Requisition**

Revision Level 000

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|--|-------------------------------------|---|-------------------------|
| <b>Job Title:</b>  | <b>Senior Systems Administrator</b> |   |                         |
| <b>Department/Group:</b>   | Development/Systems Integration     | <b>Job Code/ Req#:</b>  | JR-0057                 |
| <b>Location:</b>   | Alexandria VA                       | <b>Travel Required:</b>   | Maybe some light travel |
| <b>Level/Salary Range:</b><br><i>(PM to determine)</i>   | Negotiable based on experience      | <b>Position Type:</b>   | Full Time with Benefits |
| <b>HR Contact:</b>   | Sandy McMahon                       | <b>Date posted:</b>   | May 2, 2019             |
| <b>Clearance Required:</b>   | __X__ Secret ____ Top Secret ___N/A |   |                         |
| <b>External posting URL:</b>   | Zip Recruiter                       |   |                         |
| <b>Internal posting URL:</b>   | www.craytek.com/jobs                |   |                         |
| <b>Applications Accepted By:</b>   |                                     |   |                         |
| <b>E-MAIL:</b><br><a href="mailto:hr@craytek.com">hr@craytek.com</a><br>Subject Line:<br><b>Attention:</b> Hiring Manager and reference Job Code/Req#  |                                     | <b>MAIL:</b><br>[Recruiting Contact or Hiring Manager]<br>Craytek Inc.<br>8136 Old Keene Mill Rd. Suite202<br>Springfield, VA 22152 |                         |
| <b>Job Description</b>   |                                     |   |                         |
| <b>Job Summary</b><br>Craytek is seeking a <i>Senior Systems Administrator</i> to join our team! You will be responsible for the upkeep, configuration, and reliable operation of complex enterprise computer systems in both data center and cloud environments. You will lead the maintenance and oversight of technology of a U.S. Navy client at our Alexandria, VA location.  |                                     |   |                         |
| <b>RESPONSIBILITIES:</b><br>This senior role is a dynamic and challenging opportunity that complements and extends the strengths of the Craytek team supporting the U.S. Navy’s planning and support processes. Our team will inform the client of the challenges, opportunities, and state of technology in advance of specific modernization efforts around maritime maintenance enterprise solutions. You will be responsible to supporting IT infrastructure for maritime maintenance transactional business needs.<br><br>We are tasked with the development and implementation of products and processes and provide the technical support to successfully complete Government-tailored System Engineering Technical Reviews (SETRs), such as the Software Functional Review (SFR), Build Technical Review (BTR), and Test Readiness Review (TRR). You will participate in bi-weekly technical interchange and monthly Integrated Product Team (IPT) meetings.<br><br>You will leverage senior expertise in support of building out a cloud hosting environment, helping us conduct market research so we may evaluate and recommend viable alternatives for commercial cloud environments, architectures, and approaches. You will lead technical studies and analyses to inform the Government of COTS systems and applications that are available to be integrated and hosted in a cloud environment. |                                     |   |                         |

**REQUIRED SKILLS & EXPERIENCE:**

Capability to develop a scalable Dev/Test environment within a Federal Risk and Authorization Management Program (FedRAMP) Moderate, Impact Level (IL) 4 and/or High, IL 5 commercial cloud populated with tools provided by third-party vendors.

You must be capable of support for the development Interim Authority to Test (IATT) for the Dev/Test environment. You must be able to conduct Human System Integration (HSI) activities

You must demonstrate an understanding of SPAWAR Instruction (SPAWARINST) 5400.3A and other Naval Sea Systems Command (NAVSEA) instructions and guidance.

- Experience ensuring Navy applications, systems, and networks satisfy Federal, DoD, and DON cybersecurity requirements, such as compliance with DoD Instruction (DoDI) 8510.01
- Understanding of and experience supporting Maintenance, Repair and Overhaul (MRO) process
- Assist with the Project and Portfolio Management (PPM) aspects of enterprise IT systems
- Demonstrate an understanding of the design and administration of Identity and Access Management
- Demonstrate an understanding of Service Oriented Architecture and Enterprise Service Bus Workflow (i.e. Orchestration, Choreography) and Business Rules
- Data Integration, Visualization, and Analytics and Repository Analyses
- Application Integration (i.e. Application Programming Interfaces (APIs), Connectors, Adapters)
- Enterprise Systems and Content Management System Management
- Security Service Tools (Security Management for the Environment)
- Deployment, Performance Scaling, and Load Balancing
- Design, install and configure internal and customer facing servers, network devices and firewalls
- Proactively manage and maintain server, network and firewall systems
- Administer and support core Microsoft, Cisco, Citrix, VMware and other technologies
- Develop and implement project plans, risk assessments and contingency plans
- Design and implement monitoring, configuration management and reporting functions that will make a hands-off cloud-based environment possible.
- Define and document best practices and support procedures, maintain inventory and asset configuration documentation.



- Assist with hardware, cloud, telecom, and COTS software evaluation and recommendations
- Mentor / cross train team members on existing and new technologies; interact with government customers and staff at the technical level, as required
- Provide after-hours support for infrastructure related emergencies as well occasional off-hour maintenance
- Other duties as assigned

**QUALIFICATIONS:**

- 12+ years' experience in systems administration or other related fields
- Must be a US Citizen with Secret Security Clearance
- CompTIA Network+ or Security+ or equivalent Required
- Previous experience planning, implementing, overseeing and maintaining server and network infrastructures and projects, including in cloud environments
- Platform certifications equivalent to Microsoft Certification (MCSE), MS Exchange, Cisco Certified Network Associate or Professional - CCNA/ CCNP and/or other Linux/UNIX and other operating systems desired
- Advanced knowledge of server, desktop operating systems, and virtual machine environments, such as VMWare Server/ESX or Microsoft HyperV/Virtual Server
- Management of infrastructure and deployments/rollouts and a solid understanding of LAN/WAN networking. Active Directory/LDAP user and group administration
- LAN/WAN Routing and Switching design, configuration and troubleshooting (VLANs, IP Subnetting, 802.1Q
- Strong communication and documentation skills; Flexible and able to adapt to a rapidly changing environment; Must be organized and have the ability to manage projects of varying length
- Positive, self-motivated individual who can complete tasks independently, while continuing to be a team player

**EDUCATION:**

- MS in computer systems or software related field (Exceptional candidates with BS or relevant certifications and 15 years' experience may be considered)

**About Craytek:**

Craytek was founded in 2001 and is a Third-Party Certified Woman Owned Small Business. Craytek is ISO 9001: 2015 Registered/Certified. Although small, Craytek has considerable experience working in the DOD space, with 18 years uninterrupted service to DOD components. Craytek is highly experienced managing and performing IT work for DOD organizations, including the Army, Navy, and Air Force. At Craytek, our mission is to provide high quality Information Technology and Consulting Services at a reasonable cost, enabling our



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customers to concentrate on their core businesses. Craytek has an extensive history of providing superior engineering and technical support services for the Army, Navy, and other DOD customers. Craytek offers flexible solutions and proven performance. We strive to ensure we understand the mission needs of our customers and pride ourselves on unparalleled customer service. We value our team members and always treat them accordingly.



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|------------------|---------------|----------------|-------------|
| Reviewed By:     | Rich Petrassi | Date:          | May 2, 2019 |
| Approved By:     | Chris Baron   | Date:          | May 2, 2019 |
| Last Updated By: | Rich Petrassi | Date/Time<br>: | 2 May 2019  |