

 BRA/EDIC EMPLOYMENT OPPORTUNITY TITLE: SYSTEMS ADMINISTRATOR	JOB POSTING: #27-13
EMPLOYMENT STATUS: EDIC Employee DIVISION/DEPT: DIRECTORS OFFICE/MIS	<u>Revised and Re-Posted: 5/30/14</u> <u>Re-opened: 12/12/13</u> POSTING DATE: 11/1/13

SUMMARY: Under the direction of the Chief Information Officer (CIO), the System Administrator is responsible for effective provisioning, installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure. This individual participates in technical research and development to enable continuing innovation within the infrastructure.

- Install new/rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc.
- Research and recommend innovative for system administration tasks.
- Perform 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.
- Perform 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.
- Create documentation for systems
- Provide Tier III/other support per request from various constituencies. Investigate and troubleshoot issues.
- Troubleshoot hardware or software failures. Coordinate and communicate with impacted constituencies.
- Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities. Configure/add new services as necessary.
- Perform ongoing performance tuning, hardware upgrades, and resource optimization as required. Configure CPU, memory, and disk partitions as required.
- Perform on-call duties and after hours support work. Maintain and coordinate a 24 x 7 production environment.
- Perform other related duties as required.

QUALIFICATIONS: Work requires a Bachelors (4-year) degree, with a technical major, such as engineering or computer science. Must have 3 or more years experience in IT and technical support with hands-on experience with Window-based servers and network equipment. Working experience with VMWare ESX and Citrix Terminal Services is required. Knowledge of SaaS and Cloud architecture (Public and Private) would be an advantage. Excellent customer service skills are a must along with strong interpersonal and troubleshooting skills. The ability to work well independently and under pressure is required. Must be highly self-motivated

GRADE: 23

HIRING RANGE: \$70, 961.57 - \$106, 677.18

Submit resume/Cover Letter to: BOSTON REDEVELOPMENT AUTHORITY, HR

43 Hawkins Street, Boston, MA 02114

E-MAIL : Hr.bra@cityofboston.gov

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BOSTON RESIDENCY IS REQUIRED ON THE DATE OF HIRE