



**Job Title:** IT Systems Administrator

**Location:** Poway, CA

**Department:** Information Technology

**Reports to:** IT Manager

**Required Education:** Bachelor's degree in Information Technology or related field or 7+ years of experience in similar position in lieu of education.

**Required Experience:** 5+ years of progressive experience in an information technology department, primarily in systems administration. Technical expertise and application of system administration theories, concepts and practices including:

- System design, installation, configuration and management
- Performance tuning and measurement
- Back-up and recovery (including disaster recovery planning and testing)
- TCP/IP and related protocols and network concepts
- Security/Firewalls
- Web servers and load balancing

May substitute equivalent working experience in the field in lieu of education.

- Required Attributes:**
- Must have project leadership skills including organizing, scheduling, conducting and coordinating work assignments to meet project milestones or established completion dates
  - Must be able to contribute to the development of new processes or systems, resolve complex technical problems, serve as leader on projects and be a technical expert in one or more information technology areas
  - Must be customer focus and possess the ability to identify issues, analyze and interpret data and develop innovative solutions to a variety of unusually complex matters; excellent analytical, verbal and written communication skills to accurately document, report and present findings to a variety of audiences; excellent interpersonal skills to influence and guide all levels of employees; ability to represent the company as a technical expert on external projects; excellent computer skills
  - Ability to work independently or in a team environment
  - Ability to work extended hours and travel as required
  - Linux 6 and 7/CentOS or Ubuntu
  - High Performance Compute Clusters
  - Dell Servers
  - Cluster Technologies
  - VMware
  - Active Directory

- Windows 2012/2016, MS Exchange 2013, MS System Center Orchestrator, MS System Center
- Office 365 and Windows Azure
- Configuration Manager, MS System Center Operation Manager
- Symantec NetBackup/Bareos or Backup Exec
- VMWare virtual server management
- Carbon Black or Trend Micro
- Splunk
- Paloalto Firewalls
- VPN
- IP Protocol stack

**Job Responsibilities:**

- Plans and coordinates day-to-day operation and maintenance of systems
  - Maintains comprehensive documentation on systems and operational procedures
  - System hardware and software installation and configuration
  - Host configuration of mass storage space
  - Effectively secure computing resources
  - Backup systems to provide data integrity
  - Determines comprehensive solution(s) for unusually complex system problems. Troubleshoots and evaluates hardware and software.
  - May be the primary contact with suppliers and vendors
  - Guides and develops plans for the implementation of system changes or upgrades including deployment, resource requirements, testing, documentation, integration and compliance and safety
  - Participates in planning for future applications or solutions based on new technology.
  - Provides guidance to lower level team members
  - Assist with providing guidance and direction with task automation
- Performs other duties as assigned or required

**Physical Requirements:** Must be able to operate a computer, phone, fax, copy machine, and other related office equipment. A variety of standing and walking throughout the day; may be required to lift of up to 30 pounds.

**Compensation:** Competitive salary plus benefits (Health, Dental and Vision care plans; HSA/FSA; Short and Long term disability; Life insurance; 401k; Vehicle and tuition assistance program.

**Background:** The selected candidate will be required to pass a criminal history background check as well as a drug screening.

**How to Apply:** On the website career page click "Send us your resume"

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