

System Administrator – Davis-Monthan AFB/Tucson, AZ

Hawk Associates, a Service-Disabled Veteran-Owned Small Business (SDVOSB), provides Information Technology/Cybersecurity and C5ISR support to the DoD Joint Warfighter, non-DoD Agencies, Government organizations, Coalition Partners, and Commercial Industry. Join us – dedicated professionals getting the job done right...the first time.

Job Description: Hawk Associates is seeking an IT professional who wants to join a mission-focused team at Davis-Monthan AFB, Tucson, Arizona -- A team that is dedicated to providing Clients with successful technical solutions and Employees with job satisfaction.

Responsibilities:

- Maintain smooth operation of multi-user computer systems, including coordination with network administrators.
- Responsible for on-call Zero Client maintenance, discovering and grouping zero clients utilizing PCoIP management tools, updating firmware and other setting by remotely applying new profiles to Zero Clients, and coordinating with Net Ops engineers to resolve network connection issues. Our Team is responsible for Zero Clients on NIPR and SIPR.
- Perform periodic scanning and PC maintenance on a weekly basis, ACAS scan remediation, updates to Windows operating system from Windows Server Update Services, activate and update McAfee Agent from ePolicy Orchestrator, and renew certificates.
- Conduct PC and Printer check-ups, execute Security Technical Implementation Guide (STIG) on NIPR, and perform detailed and methodical checks on each PC and printer. Life Cycle Replacement (LCR) takes place on an as-needed or as-required basis, determined by the customer. LCR can involve imaging of new systems, setting BIOS settings, updating group policies/accesses/permissions/etc., and updating Windows and/or other services as required.
- Distribute mission essential software and hardware to users in accordance with the DoD Life Cycle program and Information Technology Request Policy.
- Handle routine and complex trouble-ticket issues on a daily basis to resolve user login issues, video driver issues, network printer issues, Home Base Security System (HBSS) issues, activating/updating McAfee Agent, reimaging of stand-alone/desktop systems, and handling all other problems when other troubleshooting measures fail to resolve an issue.
- Perform duties as an Active Directory (AD) Organization (OU) manager as well as manage security setting for files stored on the organization share drive.
- Interact with users and evaluates vendor products.
- Make recommendations to purchase hardware and software, coordinates installation and provides backup recovery.
- Develop and monitor policies and standards for allocation related to the use of computing resources.
- Ancillary duties may include setting up administrator and service accounts, maintaining system documentation, tuning system performance, installing system-wide software and allocating mass storage.

Requirements:

- Current Secret security clearance. Ability to attain TS/SCI
- Current CompTIA Security+ or other IAT Level II certification
- At least 2 years of applicable experience
- Experience with OS (Windows, LINUX, or RedHat)
- Knowledge of current DoD network administration requirements, concepts, practices, and procedures.