



SYSTEMS ADMINISTRATOR - INTERMEDIATE

Enigma International is seeking a Systems administrator-Intermediate to support the mission of the Army Futures Command (AFC), The Research and Analysis Center (TRAC) at Fort Leavenworth If you are interested in being considered for this position please email your resume to ywong@enigma-i.com.

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| Job Title | Systems Administrator - Intermediate |
| Location | Fort Leavenworth, KS |
| Employment | Full Time |
| Clearance Required | Secret |
| Responsibilities | <ul style="list-style-type: none">• Under general supervision, responsible for installing, configuring, and maintaining operating system workstations and servers, including web servers, in support of business processing requirements. Defines the problem and develops system requirements and network specifications.• Performs software installations and upgrades to operating systems and layered software packages. In conjunction with functional users, develops alternative solutions and backup plans• Schedules installations and upgrades and maintains them in accordance with established IT policies and procedures. Makes recommendations, if needed, for approval of major network installations.• Monitors and tunes the system to achieve optimum performance levels.• Ensures workstation/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions.• Ensures data/media recoverability by implementing a schedule of system backups and database archive operations.• Supports media management through internal methods and procedures or through offsite storage and retrieval services.• Develops and promotes standard operating procedures.• Conducts routine hardware and software audits of workstations and servers to ensure compliance with established standards, policies, and configuration guidelines.• Develops and maintains a comprehensive operating system hardware and software configuration database/library of all supporting documentation. |
| Qualifications | <ul style="list-style-type: none">• BA/BS and minimum of 5 years of experience or AA w/7+ |

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