**Job Title: Senior Systems Administrator (TS/SCI CI Poly) J-F4MN8O:**

Grit Government Solutions is looking for a qualified Senior Systems Administrator, TS/SCI CI Poly Clearance, for our customer in Springfield, Virginia

**Duties & Responsibilities**

The Senior System Administrator is responsible for overseeing the testing of products from development to operational deployment, working with Scrum Masters and developers through the requirements process and contributing to a robust, organized Backlog and streamlined Roadmap for the program.

Work Schedule: (shift hours and days of the week)

Within the window of 5:00AM – 9:00 PM EST

Access Management & Security:

- Fulfill AWS S3 bucket access requests from data custodians, ensuring proper authorization and data security.
- Create and manage IAM roles and policies to enforce strict access control principles and maintain a secure cloud environment.
- Create, rotate, and manage IAM user secret & access keys in accordance with the company's 90-day key rotation policy.

Monitoring & Troubleshooting:

- Proactively monitor the health and performance of our systems and websites using tools like CloudWatch, Kibana/Elasticsearch, and Tableau, ensuring optimal functionality and identifying potential issues.
- Troubleshoot and resolve system issues by analyzing logs on EC2 Linux instances within AWS.
- Assist in troubleshooting network, DNS, and storage issues, and make recommendations for cost-saving options and growth.

Operational Support & Collaboration:

- Work on tickets in a timely manner, adhering to Service Level Agreements (SLAs) and providing efficient support to internal stakeholders.
- Assist DevOps and development teams during deployments, ensuring smooth and successful releases.
- Create SNS topics and configure S3 bucket notifications based on customer requests, enabling timely alerts and automated workflows.
- Work closely with various teams across the organization, including security, development, and operations, to address AWS infrastructure requests and ensure alignment with best practices.
- Document processes and contribute to the creation and maintenance of Standard Operating Procedures (SOPs) to improve team efficiency and knowledge sharing.

Independence & Reliability:

- Execute tasks with minimal technical supervision, embrace reliability constraints, and proactively contribute improvements to the platform.
- Demonstrate commitment to teamwork, contributing to the betterment of the team and fostering a collaborative environment.

On-Site Availability:

- Maintain on-site availability Monday through Friday, adhering to the required work schedule.

Proficiency with Tools:

- Demonstrated experience using collaboration tools such as ServiceNow, Jira, and Confluence for incident management, project tracking, and knowledge sharing.

**Minimum Requirements:**

- Clearance Required: TS SCI w/ CI Scope Poly
- Minimum Education: Bachelor's degree plus 5 years' experience, Associates degree plus 7 years' experience or a minimum of 8 years of experience, in a related field