



SYSTEMS ADMINISTRATOR

Job Responsibilities

- Fully participate in and support the Fulcrum Concepts Quality Management System to ensure and enforce quality control and safety standards
- Work independently or as part of a team to resolve network, hardware, or software related problems
- Administer servers and workstations - Configure, deploy, and maintain servers and workstations including user accounts, OS upgrades, patches, backups
- Administer applications – Configure, deploy, and maintain enterprise business applications
- Administer a LAN/WAN – Maintain and support multiple subnet Ethernet networks including secure remote access by devices, remote sites, and remote users
- Assist with the maintenance and monitoring of internal infrastructure to include laptop and desktop computers, servers, routers, switches, firewalls, printers, phones, wireless access points and other hardware
- Troubleshoot hardware and software errors by running diagnostics, documenting problems and resolutions, prioritizing problems, and assessing impact of issues
- Install and upgrade computers, laptops, printers, peripherals, and software
- Perform on-going performance tuning, hardware and software upgrades and resource optimization
- Perform scheduled and random audits of all information systems
- Perform regular backup operations and implement appropriate processes for data protection, disaster recovery, and failover procedures
- Create and maintain processes, procedures, and other network or infrastructure related documentation
- Assist in planning for technical refresh, obsolescence, and future planning

Physical Requirements

- Ability to lift and carry up to 50lbs
- The position will require walking, standing, squatting, crouching, stooping, lifting, climbing, pulling, pushing, sitting, kneeling and repetitive motion
- Ability to work for extended periods at computer workstation
- Ability to work with small objects requiring good eye/hand coordination/dexterity
- Ability to travel domestically
- Excellent interpersonal skills with the ability to establish positive working relationships with outside vendors

Give me a lever long enough, and a fulcrum on which to place it, and I shall move the world -Archimedes



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Knowledge And Experience

- 7-10+ years of proven work experience as a System Administrator, Network Administration, or comparable
- Strong knowledge of implementing and effectively developing helpdesk and IT operations best practices, including expert knowledge of security, storage, data protection, and disaster recovery protocols
- Strong knowledge of systems and networking software, hardware, and networking protocols
- Strong knowledge of cyber security design, implementation, documentation, and maintenance
- Working knowledge of virtualization, specifically VMWare, or equivalent
- Working knowledge of Fujitsu Servers and SANs, or equivalent
- Working knowledge of Fortinet firewalls, or equivalent
- Working knowledge of Extreme Networks switches, or equivalent
- Working knowledge of CMMC and NIST 800-171 and required documentation
- Experience with M365\O365 Suite administration, preferably in DOD, GCC, or GCC HIGH environments

Additional skills that are not required but beneficial include:

- Experience as an ISSM or ISSO preferred

Security Clearance Requirement

- Subject to a security investigation and may need to meet eligibility requirements for access to classified information and a SECRET, TS, or TS/SCI clearance may be required as well.

Education

- Associate or bachelor's degree in Computer Science, Information Technology, Information Systems, or a closely related field is preferred, but not required
- CompTIA Network+ and Security+ Certifications or equivalent
- CISSP, CISA, CISM, CASP+ Certifications are preferred, but not required
- Additional Manufacturer and IT Certifications are a plus

Benefits Include:

- 401(k) Safe Harbor Savings Plan
- Medical, Dental, and Vision Insurance Plans
- Short and Long Term and Disability
- Vacation and Sick Leave Packages
- 13 Paid Holidays each year
- 9/80 Work Schedule



The assigned personnel are responsible for the listed duties and responsibilities plus any other direction and responsibilities assigned by the Managing Members.

Fulcrum Concepts, LLC is a service disabled, veteran-owned, small business that provides innovative services and products to solve requirements for its customers. Fulcrum Concepts, LLC specializes in solutions for tactical aviation organizations and is structured to provide comprehensive solutions that begin with an initial requirement and end with fielded products. At Fulcrum Concepts, the unique combination of operational experience and a robust aerospace engineering capability enable the company to provide elegant, lightweight, enduring solutions for its customers.

Fulcrum Concepts, LLC is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age or any other characteristic protected by law. In addition to federal law requirements, Fulcrum Concepts, LLC complies with applicable state and local laws governing nondiscrimination in employment.

