

# NAF VACANCY ANNOUNCEMENT

Twentynine Palms, California 92278

[www.mccs29palms.com](http://www.mccs29palms.com)

<b>POSITION:</b>	<b>IT SPECIALIST (SYS ADMIN)</b>	<b>ANNOUNCEMENT NO.:</b>	<b>011-12</b>
<b>LOCATION:</b>	<b>MIS</b>	<b>OPENING DATE:</b>	<b>24 JANUARY 2012</b>
<b>SERIES &amp; GRADE:</b>	<b>NF-2210-04</b>	<b>CLOSING DATE:</b>	<b>07 FEBRUARY 2012</b>
<b>AREA OF CONSIDERATION:</b>	<b>Open</b>	<b>BEGINNING WAGE:</b>	<b>\$20.00 - \$24.00 /hr</b>
<b>TYPE OF APPOINTMENT:</b>	<b>REGULAR FULL TIME (35-40 hrs)</b>	<b>* May work weekends and/or 10 hour work days not to exceed 40 hours per week depending on need.</b>	

**SUMMARY OF DUTIES:** The IT Specialist (Sys Admin) reports directly to the IT Manager and indirectly to the Division Head. The MIS Office at MCAGCC MCCS has limited staffing and cross job functionality is required of the incumbent performing as an IT Specialist. The incumbent of this position has two major functional areas

**System Administration:** Installs, maintains and tunes software and hardware; controls current versions and future releases of applications software, and documents the physical configuration of the information system. Optimizes the functionality of networks and systems. Diagnoses and recovers failed systems. Performs routine administration and repair of Windows servers supporting Domain Controllers, Active Directory, DHCP, DNS, SQL, Exchange, IIS, Terminal Services, Advanced Server, NAS and server clusters. Performs routine log and performance monitoring of server operating system, applications and hardware. Administers and utilizes centralized desktop monitoring and management solutions. Writes scripts or management applications to promote efficient monitoring, tuning and administration of Windows operating systems and Windows based applications. Plans hardware and software upgrades and deployments. Conducts capacity planning and performance analysis. Reports daily and weekly status of systems and application.

Ensures the application of appropriate security measures to assignments. Ensures integrity of data by evaluating, implementing and managing appropriate software and hardware solutions. Provides advice and guidance on a wide range and variety of complicated IT issues. Interprets IT policies, standards and guidelines. Conducts analyses and recommends resolution of complex issues affecting the specialty area. Evaluates and recommends new or enhanced improvements to delivery services. Tests and optimizes functionality of systems and data. Identifies and defines technical requirements for development and implementation.

**Customer Support:** Performs a variety of direct user support tasks such as installing computer hardware, communication devices, and software programs on new or ready for use computer equipment to ensure system is functional and meets end-user's requirements. Performs first echelon assistance to end-users requiring IT assistance in resolving difficulties through remote and on-site troubleshooting. Performs system and application software upgrades. Trains end-users on software programs. Provides information and assistance to customers.

**Other MCCS Functions:** Alerts the supervisor or proper point of contact for help when problems arise. Reports progress as required. Performs other related duties as assigned. Plans, organizes work and manages internal resources to ensure maximum productivity and economies. Maintains and enforces security for MCCS funds, merchandise, supplies, equipment, and property to preclude or minimize the potential for fraud, waste and abuse. Effectively supports the Marine Corps Equal Employment Opportunity (EEO) policy. Provides World Class customer service with an emphasis on courtesy. Assists customers and communicates positively in a friendly manner. Acknowledges customers, smiles and makes eye contact. Asks questions to determine, verify and solve problems. Checks for satisfaction on the quality of goods and services. Takes action to solve problems quickly. Adheres to safety regulations and standards. Uses required safety equipment, and observes safe work procedures. Promptly reports any observed workplace hazards, and any injury, occupational illness, and/or property damage resulting from workplace mishaps to the immediate supervisor. This is a white-collar position where occasional lifting up to 40 lbs may be required.

**Travel and Schedule:** May travel to conduct work assignments. May work a fluctuating work schedule to conduct work assignments outside of the typical workweek and work hours. May be required to perform on-call duties and responsibilities. May attend conferences and meetings, and conduct site visits. Must have a valid state driver's license and be willing to travel on occasion.

**MINIMUM QUALIFICATIONS:** Four years of experience performing windows administration duties with server farm and site deployed servers supporting services such as retail, food and hospitality, recreation, property management and other incidental services. Skill to install, maintain and tune hardware and software; control current versions and future releases of applications software, and document the physical configuration of the information system. Skill to optimize the functionality of networks and systems, and diagnose and recover failed systems. Experience to perform routine administration and repair of Windows servers supporting Domain Controllers, Active Directory, DHCP, DNS, SQL, Exchange, IIS, Terminal Services, Advanced Server, NAS and server clusters. **Certified as Microsoft Windows Systems Administrator (MCSA) 2003 or Microsoft Certified Information Technology Professional (MCITP): Server Administration and CompTIA Security+, Network+ or equivalent DoD 8570 certification required.**

**HOW TO APPLY:** Qualified applicants desiring consideration under this announcement must submit an employment application indicating the title of the position and the vacancy number. Applications must be submitted to the NAFI PERSONNEL OFFICE, Bldg. 1533, before the close of business on the closing date. All applications will be retained and will not be returned to the applicant. You can reach the Personnel Office at 760-830-5637 Ext. 422 or e-mail resume/application to [29palms.vacancies@usmc-mccs.org](mailto:29palms.vacancies@usmc-mccs.org)

**NOTE:** Management reserves the right to consider other appropriate noncompetitive sources to fill vacant positions. As part of the employment process, NAF may obtain a Criminal Record Check and/or an Investigative Consumer Report. Non-appropriated Fund activities aboard the Marine Corps Air Ground Combat Center are Equal Employment Opportunity employers. Applicants are assured of equal consideration regardless of race, age, color, religion, national origin, gender, political affiliation, physical handicap, marital status, membership or non-membership in an employee organization, or any other non-merit factor. NAF provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodations should contact NAF at 760-830-5637 ext. 225. The decision to grant an accommodation will be made on a case-by-case basis.

\*As a condition of employment, candidates are required to participate in direct deposit under all appointments to positions within NAF (except summer and temporary hires of 90 days or less)

\*If the position becomes regular, the successful applicant may become regular without further competition.

Hal Neiger