



Toyon Research Corporation

6800 Cortona Drive
Goleta, CA 93117
www.toyon.com

CAREER OPPORTUNITIES - Sterling, VA

IT Systems Administrator (Ref #1912-L)

Toyon is seeking an IT Systems Administrator to provide day-to-day operational maintenance, support, and upgrades for operating systems, workstations and servers.

Responsibilities will include:

- Performing software installations and upgrades to operating systems and layered software packages.
- Scheduling installations and upgrades and maintaining them in accordance with established IT policies and procedures.
- Monitoring and tuning the system to achieve optimum performance levels.
- Ensuring workstation/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions.
- Ensuring data/media recoverability by implementing a schedule of system backups and database archive operations. Implements and promotes standard operating procedures.
- Conducting hardware and software audits of workstations and servers to ensure compliance with established standards, policies, and configuration guidelines.
- Configuring, implementing, and maintaining voice, data and network communications systems.
- Monitoring communications performance using visual, diagnostic equipment, status indicator checking methods, etc., to locate problems.
- Utilizing electronic and telephone equipment.
- Responding to local area network (LAN) and wide area network (WAN) user requests for system upgrades and changes.
- Providing maintenance support for various systems such as electronic mail, message centers, or other computer-automated communications systems.
- Interfacing with vendors on new technology and system updates.

Qualifications:

- Associates degree, or 2 years of formal technical training and a minimum of 2 years of related experience; or an equivalent combination of related training and experience.

U.S. Citizenship is Required. Ability to qualify for a US Department of Defense security clearance required.

Please e-mail resume to:
employment@toyon.com

WE OFFER AN EXCEPTIONAL EMPLOYEE BENEFITS PACKAGE!

Toyon is an Equal Employment Opportunity Employer Minorities/Females/Vet/Disability