

Title: Network Management- IT Specialist

Location: Huntsville, AL

Position Status: Full Time Part Time

Work Schedule:

Regular hours are Monday - Friday between the hours of 8:00 am - 5:00 pm. Employees may need to adjust work hours to meet customer missions and during surge situations.

Brief Job Description:

Responsible for design, installation, configuration, administration, operation, maintenance, monitoring, troubleshooting, documentation of classified and unclassified MDDC Program systems and networks and associated equipment, devices, and software IAW applicable MDA and DoD guidance, instructions, procedures and processes.

Duties and Responsibilities:

- Provides essential system and network administration support for servers, network hardware, data storage equipment, hardware and software, software, printers, workstations and other network connected hardware and associated software in support of the MDDC Program for classified and unclassified systems and networks. Ensures IT systems and networks are fully functional for all operational and support activities hosted and serviced by the MDDC Program.
- Works closely with Program Management, Information Assurance, software development team, analysis groups, and end-users to understand and implement requirements necessary to MDDC Program operations and activities.
- Provides support with technical expertise, instruction and advice in relation to MDDC Program IT processes and operations based on applicable MDA and DoD security provisions, technical guidance and documented instructions to meet all MDA and customer goals.
- Responsible for establishing and maintaining user accounts, profiles, file sharing, access privileges and overall network and system security.
- Anticipates IT related issues and implements proactive preventive measures. Develops, sustains and updates documentation for Information Technology processes and procedures.
- Performs regular and on-demand system backups and recoveries.
- Maintains IT databases and performs light programming tasks in relation to system administration needs.
- Assists with the research, evaluation, and recommendation of new and emerging IT systems technologies to advance and support MDDC Program requirements.
- Supports the work of other staff engaged in system and network administration functions.
- Interfaces with vendors for procurement and maintenance of infrastructure equipment.
- Assists with Government Furnished Equipment/Government Furnished Property (GFE/GFP) contract hardware/software maintenance, repairs and processes.
- Performs other tasks as needed

Education, Experience and Qualifications:

- Should have between 0 and 2 years of experience and a Bachelor's Degree or equivalent; Additional experience may be substituted for a degree
- Must be able to obtain a DoD Security Clearance

- Must pass a drug screening
- Punctuality and regular attendance are required
- Grooming and dress must be appropriate for the position, must not be of an offensive nature, and must not impose a safety risk to self or others
- Demonstrates positive, polite, and professional behavior at all times when dealing with co-workers, customers, and all levels of management
- Communicates using clear, concise, and accurate English, both verbal and written are required

Physical Requirements:

Work may involve sitting or standing for extended periods of time. Position may require typing and reading from a computer screen. Must have sufficient mobility to include but not limited to: bending, reaching, climbing, turning, and kneeling to complete daily duties in a timely and efficient manner. There is a possibility that due to parking availability and location of work, walking moderate to long distances may be required. Must be able to lift, move, and transport items frequently over 15 pounds.

Work Environment:

Generally, work is conducted in an inside office environment, but may also involve some outside work depending on the task. The inside environment may be a cubicle or office with close quarters, low to moderate noise, and bright or dim lighting. Outside work may include various environmental conditions including warm and cold climates and while on travel, some work may be conducted outside for military customers.

Other Essential Functions:

Employees may be required to travel for work related tasks. Reliable transportation to office or work site is required. When operating any vehicle for work purposes, the employee must wear a seat belt at all times. The use of cellular devices while operating a vehicle is prohibited.

T&W Operations is an equal opportunity employer. The company will provide equal opportunity in employment to all employees and applicants for employment. No person will be discriminated against in employment because of race, religion, color, sex, age, national origin, disability, genetic information, military status, sexual orientation, gender identity or any other characteristic protected by applicable federal or state law. This policy applies to all terms, conditions, and privileges of employment and all policies of the company

At the time of hiring, employees are required to sign a written statement acknowledging that they are employed at the will of the company and are subject to termination at any time, for any reason, with or without notice, and with or without cause. Employees who do not have an individualized written employment contract or a collective bargaining agreement are employed at the will of the company and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, these employees may terminate their employment at any time for any reasons.