

Vacancy Announcement

United States Court

Western District of Missouri

Position: Network/Systems Administrator
Position Number: IT-08-2014
Location: **Kansas City, Missouri**
Starting Grade/Range: CL29 (\$66,093 - \$107,465)
Opening Date: August 11, 2014
Closing Date: September 5, 2014 @ 5 pm CST

Overview

The United States Court for the Western District of Missouri is accepting applications from qualified candidates for a full-time Network/Systems Administrator position. This position is located in Kansas City, Missouri and is part of the consolidated Information Technology (IT) Department which serves the 21 judges and the 250+ employees of the District and Bankruptcy Courts and the Probation and Pretrial Services Office.

The Network/Systems Administrator position is primarily responsible for ensuring the availability of the Court's network and server systems. The Western District's computing environment includes the following technologies:

Citrix Virtual Desktop Infrastructure (Xendesktop, XenApp);
Citrix Xenserver virtual servers;
VMware virtual servers;
Microsoft SQL Server;
Cisco UCS 'Blade' Servers;
Microsoft Active Directory; and
Netapp FAS 2500 series SAN/NAS.

A team of four system administrators manages these systems.

Primary Duties

The Network/System Administrator will report to the IT Network Manager, performing the following duties:

- Planning and deploying physical and virtual servers, and designing and maintaining desktop systems, ensuring that all Western District systems smoothly integrate with relevant judiciary and external systems.
- Maintaining, updating and configuring all IT infrastructure systems (Cisco UCS, Netapp SAN, Cisco network equipment) and equipment.
- Assessing, testing, and deploying patches and updates to protect the security of virtual servers and desktops.

- Responding to help desk calls and emails while providing expert level elevated support. This support will include resolving unusually tough problems that have been referred or escalated by a peer.
- Performing Microsoft Active Directory administration, including the creation and maintenance of Group Policy Objects, and using Microsoft, Citrix and Appsense administration tools to control the user environment.
- Maintaining contact with other information technology court personnel at different locations and levels for the purpose of keeping abreast of developments, techniques, and user programs.
- On occasion, testing, configuring, installing, troubleshooting and repairing end-user computing devices.

Qualifications

The Court seeks an individual who possesses a “can do” attitude with excellent oral and written communications skills and a commitment to customer service. The successful candidate must possess the ability to effectively troubleshoot technical problems, manage multiple projects simultaneously, and have a broad understanding of various technologies and principles. He or she will be expected to maintain a courteous and professional demeanor while working in challenging circumstances.

More specifically, the Court is seeking candidates who meet the following criteria:

- four or more years of network and/or systems administration experience in a virtualized server and desktop environment (VMWare, Citrix);
- knowledge of operational and procedural aspects of computer systems, hardware, software and peripheral equipment;
- experience with network account administration, including network user accounts, groups and access control lists;
- substantial knowledge of network server installation, configuration, maintenance and troubleshooting; and
- experience and working knowledge of SANs (preferably Netapp) along with Windows Server Administration (Active Directory, Windows 7, group policy).

Additional Qualifications

A Bachelor’s degree in a computer-related field or equivalent experience that would substitute for such a degree is required. Microsoft, VMware and/or Cisco certifications are desirable as is experience with Cisco network switch management.

Benefits

Employees of the United States Courts are entitled to benefits including annual and sick leave accrual, 10 paid holidays each calendar year, insurance plans (Health, Dental, Vision, Life, Long-Term Care, and Long-Term Disability), Flexible Spending Accounts (Health-care and Dependent-Care reimbursement accounts), Retirement System and Thrift Savings Plan participation (with up to 5% employer matching contributions). This position is subject to mandatory electronic direct deposit of salary payment.

Application Procedure

For consideration, qualified applicants must apply by sending a PDF or Word file containing a cover letter, detailed resume, three business references and AO78 application form (see link below) by September 5, 2014 to:

Michele Nelson
U.S. District Court
Charles Evans Whittaker Courthouse
400 East 9th Street, Room 1510
Kansas City, MO 64106
Email: michele_nelson@mow.uscourts.gov

AO78 Form Link: <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>

Failure to submit any of the items requested above may prevent the Court from considering your submission.

Miscellaneous

The successful candidate will be hired provisionally, pending the results of a FBI Background Investigation. The Court provides reasonable accommodations to applicants with disabilities. If you require a reasonable accommodation for any part of the application process, please notify Michele Nelson in the Human Resources Department. The decision on granting reasonable accommodation will be made on a case by case basis.

Applicants must be United States citizens or eligible to work in the U.S. Travel for a personal interview and relocation expenses will not be reimbursed. The Court will only communicate with those qualified applicants who are selected for an interview. If you are not notified, another applicant was selected. The Western District of Missouri is an equal opportunity employer and values diversity in the work place.

The Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice.