MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES

RECRUITMENT NOTICE

Position: Systems Administrator, Regular Full-time
Information Technology Office (ITO)
Office of Operations and Support Services (OOSS)

Salary: $100,000 - $120,000

Application Deadline: May 24th, 2024

Team Member Benefits: [Click Here to Learn More](#)

Position Summary:

The Systems Administrator will be primarily responsible for supporting our organization's variety of physical, virtual, and cloud-based servers and infrastructure, appliances and systems. They ensure that the 200+ servers and the organization's custom applications are working properly and provide solutions for issues when necessary.

Principal Duties:
- Provide support for the existing physical, virtual, and cloud server and appliance environment, network, and applications.
- Provide expertise for cloud-based infrastructure and migrating on prem systems to the cloud.
- Monitor performance and maintain systems according to requirements.
- Provide on-site support for systems and infrastructure during Legislative Session.
- Assist in data center operations.
- Assist in resolving escalated tickets from 1st level support.
- Interface with and provide support for other IT personnel.
- Lead projects for environment upgrades to various systems, often interfacing and leveraging 3rd party support.
- Provide documentation and technical specifications to IT staff for planning and implementing new or upgrades of IT infrastructure.

Qualifications:
- Bachelor's degree in Computer Science or related field; 7-10 years of experience performing System Administration duties.
- 2-3 years of experience in administration of Azure.
- Must have experience with implementing, managing, and operating systems/applications in an enterprise cloud computing environment.
- One or more Azure cloud certifications
- 7 years of experience supporting data centers and server hardware and architecture; Windows Server environments; and Microsoft applications such as but not limited to Exchange, Active Directory, Group Policy, Hyper-V, O365
- Strong understanding of database creation, maintenance, troubleshooting, and security principles.
- Strong understanding of website infrastructure and support.
- Experience working with vendors and 3rd parties to complete projects and initiatives.
- Must be able to thrive in fast paced environments.
- Exhibits highly developed skills for verbal and written communication in English.

To Apply:

Email Resume and Cover Letter to jobs@mlis.state.md.us and include code 02-24. The cover letter should state the reasons for interest in the position, any relevant experience, and availability to begin work.

The Department of Legislative Services is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates law, regulation, or legislative policy.