

**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:** September 13<sup>th</sup>, 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](mailto:jobs@mlis.state.md.us) and include code 13-24. The cover letter should state the reasons for interest in the position, any relevant experience, and availability to begin work.

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