

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents.” Our **Mission** is “Uniting People with Opportunities.”

About this position:

The United States Congress appropriated \$2.2 trillion dollars to aid US citizens and business through the Coronavirus Aid, Relief and Economic Security (CARES) Act. An appropriation from the Act was set aside for Community Action Agencies across the country to address local community challenges resulting from the pandemic.

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at www.upo.org to view all of our vacancies and to learn more about our company and services.

POSITION: **System Administrator**
DIVISION/OFFICE: **Office of Technology and Information Systems, CARES Act/Stimulus Project**
BULLETIN No: **06072020**
SALARY RANGE: **(Commensurate with Experience)**
OPENING DATE: **July 23, 2020**
CLOSING DATE: **Open until filled**
FIRST SOURCE: **N/A**

MAJOR DUTIES:

Manage and tune in-house computer software systems and network connections to ensure high levels of availability and security of the supported business applications. This individual also participates in the planning and implementation of policies and procedures to ensure system provisioning and maintenance that is consistent with company goals, industry best practices, and regulatory requirements.

BRIEF DESCRIPTION:

Manage all operating systems and end-user software. Manage communications and connection solutions, including workstation connectivity, local area networks, company Web site, intranet, and Internet applications. Ensure the integrity and security of enterprise data on host computers, multiple databases, and during data transfer in accordance to business needs and industry best-practices regarding privacy, security, and regulatory compliance. Manage end user accounts, permissions, access rights, and storage allocations in accordance with best-practices regarding privacy, security, and regulatory compliance. Perform network and security audit. Anticipate, mitigate, identify, troubleshoot, and resolve hardware and software problems on servers, input/output fleet, and workstations. Escalate incidents as necessary. Practice network asset management, including maintenance of network component inventory and related documentation and technical specifications information. Support application development teams throughout project lifecycles. Analyze system, server, application, network, and input/output device performance. Recommend, schedule, and perform software and hardware improvements, upgrades, patches, reconfigurations, and/or purchases.

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MINIMUM QUALIFICATIONS:

Bachelor's degree and three (3) years of experience in a technical position within an IT department. Possess effective and professional communication skills, both written and verbal. Must be self-directed, detail oriented, and organized. Working technical knowledge of current systems software, protocols, and standards, including firewalls, Active Directory, windows server. Strong knowledge of LAN/WAN administration and hands-on software and hardware troubleshooting experience.

Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

DESIRED QUALIFICATIONS:

Master's degree in information technology, and three (5) years of experience Working in an IT department.

OTHER REQUIREMENTS:

In the event that an offer is extended, the selected candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

This position IS NOT covered by the Collective Bargaining Agreement with the CWA Union.

[This position is funded by the CARES Act Stimulus project and will end 9/30/2022.](#)

ALL VISITORS TO UPO FACILITIES WILL BE SUBJECT TO TEMPERATURE SCANNING.

To be considered for this position:

**Submit your cover letter and resume to upojobs@upo.org or
fax your cover letter and resume to 202/319-3237.**