

JOB DESCRIPTION – INFORMATION TECHNOLOGY CONTRACTOR

Summary

The Information Technology Contractor will provide services necessary to maintain the IT infrastructure for a small technology company. Some on-site support will be available from current employees, but the majority of the work for configuring and monitoring company systems will be performed by the contractor. The company IT Point of Contact (POC) will work with the contractor to establish the overall plan for maintenance, rollouts, and budgets, but the contractor will execute the preponderance of work necessary for these tasks.

Essential Functions

- Configure and maintain an on-site Microsoft Exchange email server
- Review and test remote file backup
- Update and monitor company firewall
- Review access logs
- Assure that anti-virus and other protective software is current
- Develop cyber incident response plan
- Configure and install Windows Server 2016 and roll out new file server
- Other functions as needed to support the IT infrastructure of a small business
- Report to POC regarding status
- Work with POC to develop accurate budgets for any proposed IT infrastructure changes
- All work must be compliant with NIST Special Publication 800-171

Preferred Qualifications

- Appropriate certifications for the work to be done, e.g. Microsoft Certified Server Administrator
- At least three years of relevant IT experience
- All work must be done by US citizens

Overtime Status: Exempt (Not eligible for “time and a half” or similar increased overtime wage)

The job will be less than full time and significant flexibility will be given regarding work hours. Some remote work may be acceptable. This work is for a contractor who will not be a statutory employee of Dynamic Structures and Materials.