Computer Systems Administrator (CSA) – San Diego, CA

The Federal Defenders of San Diego, Inc., (FDSDI) has an opening for a full-time Computer Systems Administrator (CSA) in our San Diego office. FDSDI is a nonprofit organization fully funded by the Administrative Office of the United States Courts. We are not a government agency and as such, are not government employees. FDSDI provides legal representation to indigent persons charged with federal crimes in the San Diego and Imperial Counties. The CSA will be primarily based in the San Diego office but will also provide support to the branch office location in El Centro, California.

Job Duties:

The CSA works under the direction of the Supervisory CSA and will serve as the technical lead for the Tech Team. Assistant Computer Systems Administrators (ACSA) and Litigation Support Specialists round out the Tech Team to administer day-to-day IT operations to support over 160 users and 2 locations. The CSA is relied upon to provide technical guidance and mentorship to the team. The CSA may be classified as an exempt position under the California Computer Professional Exemption.

The CSA will be responsible for providing or supervising user support services, including but not limited to desktop/network hardware, software installation testing and training; troubleshooting, maintenance and repairs of system and equipment; inventory tracking, website maintenance/development and litigation support. The CSA provides or supervises desktop/end user support for Windows 10 operating systems, Microsoft Office 365, VPN connectivity, antivirus/malware software, remote control support, endpoint management, create and manage the use of backup and retrieval systems and other enterprise software. Administration of the external and intranet websites. Deploying and maintaining mobile devices such as Android, iPhones and iPads.

The CSA will be responsible for the following and must have expert knowledge of Windows Server 2016/2012, Active Directory, desktop imaging, Group Policy management, MSSQL, SharePoint, DHCP, DNS, backing up domain controllers (system state/AD information), including racking servers, managing cabling, and reviewing hardware/lights for errors. In addition, the CSA provides or supervises network support in an enterprise TCP/IP environment including switches, Ethernet cabling, and TCP/IP diagnostics. Must have experience with virtual machines in a MS Hyper-V clustered environment including provisioning servers, high availability, moving servers between physical hosts. Network storage including NAS operation and configuration and troubleshooting. Some overnight travel is required. Must be able to lift at least 60lbs.

Requirements and Qualifications:

An applicant must be a high school graduate or equivalent, with at least 3 years' experience in the duties outlined or 5 – 8 years progressively more responsible experience and comprehensive knowledge of computer systems administration principles, practices, methods and techniques, skill and judgement in the analysis of systems related issues. The CSA provides or supervises high level day-to-day support to ensure the proper functioning of office IT-based systems, including but not limited to network, data processing, telecommunications, and office automation. The CSA is responsible for technical and end-user support and perform or supervises all automation support services necessary for efficiently operating office networks and computer systems. The CSA is responsible for developing and implementing all technology plans including areas security, quality control, procurement, productivity, and cost effectiveness; develops and maintains local technical and user documentation.

Preferred Additional Qualifications:

Cisco switch administration, configuration and CLI. Synology NAS administration, configuration and installation. ManageEngine Desktop Central administration. Computer and Mobile forensics. Litigation support applications/software including but not limited to Eclipse, Defender Data, Casemap and Trial Director. VOIP phone systems. SQL and MySQL relational database administration and installation.

Salary/Benefits: This is a full-time position. Salary will be commensurate with experience. Salary range: JS-9/1 starting at $61,636 to JS-13/1 starting at $106,287. Robust benefits and retirement packages offered. Salary is payable only by Electronic Funds Transfer (direct deposit).

Selected candidate will be subject to verification and employment depends on a successful background investigation. All positions are at-will and subject to the availability of funds.

How to Apply:

Interested applicants are invited to apply by submitting a single pdf document that includes a cover letter, resume, and three references via email to the attention of:

<div align="center">

Kymberly Bryant, Personnel Administrator
CAS_Employment@fd.org
Subject: Computer Systems Administrator Position – San Diego

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Position open until filled. **Please, no telephone inquiries**.

Federal Defenders of San Diego, Inc. is an equal opportunity employer. Selection of position will be based solely on merit without regard to race, color, religion, religious creed (including religious dress and religious grooming), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity and transitioning), gender expression and sex stereotyping, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information (including genetic information), family care or medical leave status, military caregiver status, military status, veteran status, marital status, domestic partner status, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other basis protected by local, state, or federal laws.