



POSITION DESCRIPTION

Position: System Administrator

Qualifications:

- Must have 5 years or more of experience in system administration.
- Must have in-depth knowledge of the following:
 - Network and system management.
 - Performance Center server/environment administration.
 - Quality Center server/environment administration.
 - System/User administration/management, to include in-depth knowledge of MS Active Directory.
- Must be able and willing to work full-time (i.e., 40 hours per week) as an employee of KMS.
- Must be able and willing to travel at least 25% of time. (Travel to any of the 50 states in the U.S. and its territories may be required.)
- Must have an active security clearance.
- Must be a U.S. citizen.
- IT Infrastructure (ITIL) certification or training or experience with Capability Maturity Model Integration (CMMI) Maturity Level (ML) 3 is a plus.

Education: Bachelor's degree (minimum).

Send resume **and the Employment Candidate Questionnaire** on the next page to info@kmscorp.com. Attn: Sharon Graves.



Employment Candidate Questionnaire

Position: System Administrator

Candidate Name: _____

Date: _____

Qualifications	Yes	No	Employer	Dates of Experience	Comments
Do you have 5 years or more of experience in system administration?					
Do you have in-depth knowledge of the following:					
• Network and system management?					
• Performance Center server/environment administration?					
• Quality Center server/environment administration?					
• System/User administration/management, to include in-depth knowledge of MS Active Directory?					
Do you have ITIL certification or training?					
Do you have experience with CMMI ML 3?					
Do you have an active security clearance?					
Have you ever been denied a security clearance? If yes, explain.					
Are you able and willing to work full-time (40 hours per week) as a KMS employee?					
Are you able and willing to travel at least 25% of the time to any of the 50 states and U.S. territories?					
Are you a U.S. citizen?					
Education: What is your highest degree?					



Employment Candidate Questionnaire

Position: System Administrator

Additional Information

Question	Yes	No	Employer	Dates	Comments
Are you currently employed?					
What is your availability if KMS extends an offer of employment?					
What is your current annual salary?					
Please provide three (3) references (name, phone, and email address) who have knowledge of your work experience.					