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| Job Title: | Administrator | Job Category: |  |
| Department/Group: | ATL - AIM Aviation Services  | Job Code/ Req#: | 62626 |
| Location: | Hybrid**Address** 6000 North Terminal Pkwy Atlanta, Georgia 30320 | Travel Required: |  |
| Level/Salary Range: | $42/hr on C2C | Position Type: | Contract |
| Duration | 05/06/2024 - 11/01/2024 | Date Posted: | 04/25/2024 |
| Expenses Allowed | Yes | Posting Expires: | 04/29/2024 |
| **Quantity Requested** | 1 | Send Resumes to | resumes@taurusbiz.com |
| **Schedule:** |
| **Days**Monday Yes Tuesday Yes Wednesday Yes Thursday Yes Friday Yes Saturday No Sunday No **Hours/Day**8**Time Zone**EST**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Shifts Start Time End Time Description Active**Shift 1 8:15AM 5:00PM Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Description****System Administrator** Hartsfield Jackson Atlanta International Airport is seeking an experienced System Administrator to support the operations of its Airport Systems. The selected candidate will have knowledge of the following systems: o CCTV (software and hardware components) o Parking Systems o Access Control Systems o Sensor monitoring systems. o Emergency Management Systems (First responders) o System configuration and administration The System Administrator will be responsible for analyzing, designing, construction and supporting application implementation development according to business requirement. Identifying business problems and proposing solutions. Provide required project documentation such as designs documents; develop test plans, anddeployment support. Providing expertise and possible solutions to resolve business needs. Provide on-call support when necessary. **Responsibilities & Duties:** Perform systems analysis, design, construction, testing, documentation, and deployment of new applications or enhancements to/redesign of existing applications in all aspects of data structure, application module and workflow and information delivery. Perform process and data analysis and testing to successfully integratesoftware packages into the network environment. Use data and process models and other structured analysis, design, and programming concepts and techniques to accomplish these tasks. Assist users in identifying issues and developing appropriate business and/or technical procedures to be used with new/enhanced/reengineered applications or with existing applications because of new business requirements. Perform application upgrades, installation, and configuration and maintain web interfaces, develop layout design, dynamic\interactive web sites, pages, application while enforcing and maintaining web security. Ensure website design consistency and compliance with required standards. Strong programming and troubleshooting skills necessary. Gather and analyze information requirements. Work with members of the user community to determine business needs, evaluate alternative solutions, and assist with implementation scope and schedule. Use business data and process modeling principles and techniques to assist in documenting and analyzing business information requirements and solutions. Collaborate with developers to design and implement solutions. Collaborate with management and users to define requirements to reduce costs, expand business optics and simply processes. Write technical requirements specifications according to standard templates, simply, clearly, and concisely. Provides input to effective change management, training requirements, and rollout plans to business and users. Individual must be creative, have good illustration and layout skills, good communication skills. Technical Support Provide general and technical application support and maintenance including troubleshooting, investigating problems, modifying programs and processes, making operational enhancements. Ensure design is suitable and meets the level of functionality required by the user and developer. Design, analyze, configure, develop, assist with testing, and maintenance of department systems and update department websites, dynamic and interactive pages, web-based application, custom web reports, data extracts, multimedia-based layout, graphics, animation, and web video as needed. Provide technical recommendation to staff and customers; research new technology and trends; design, troubleshoots, tests, and analyze system problems and determines solution; contacts vendors to research products and resolve technical problems; makes recommendations to department for software and equipment purchases. Provide a solid working knowledge of systems programming concepts and applications, data quality control and quality assurance techniques. **Job Duties include but are not limited to:** · Design, support and respond to all design elements on capital construction projects for Airport Systems expansion and installations. · Responding to issues via the Service Now ticketing system in accordance to established SLAs. · Perform software installs/upgrades on systems. · System troubleshooting to address accessibility issues and system malfunctions. · Create new accounts for users in accordance with the approval process. · Configuring new devices for support of systems · Perform quarterly audits on systems. · Create and update system maintenance documentation. · Perform server upgrades. · Vendor management—constant communication with system vendors to ensure maintenance and issues are performed on systems. · Ensure vendor maintenance and support is provided accordingly to agreement. · Provide recommendations to improve end-user experience/system efficiency. · Routinely conduct walk-throughs throughout airport to ensure digital signage and monitors are functional. · Generate tickets/work orders through vendor portal for vendor managed systems.  |
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| Reviewed By: | Swathi G | Date: | 04/25/2024 |
| Approved By: | Ram S | Date: | 04/25/2024 |
| Last Updated By: | Swathi G | Date/Time: | 04/25/2024 |