Microsoft Exchange System Engineer

Description
Key Requirements:
The ideal candidate must possess the following:
⬚ Graduation from an accredited college or university with a bachelor's degree in computer science or a related field, plus four years of experience in enterprise system implementations, operations, and maintenance.
⬚ Two years' experience with implementation and integration of Microsoft Exchange into existing architectures. Customer service and support experience preferred.
⬚ Other combinations of applicable education, training, and experience that provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

Responsibilities
Responsibilities:
・Install, configure, and maintain Windows Exchange Servers that deliver services for the organization's environment. Work closely with vendors to identify performance issues and schedule updates and patches.
・Develop and implement scripts and utilities to automate system and application administration and maintenance tasks.
・Support the process of maintaining appropriate operating system software levels to ensure a secure and stable environment.
・Participate in architectural and design decisions.
・Participate in disaster recovery and business continuity planning and implementation.
・Works on multiple project requests. Engage vendors of applications and systems to assist with best practice implementations and troubleshooting.
・Participate in establishing effective and efficient governance policies to aid in the management and effectiveness of the service.
・Coordinate system testing and assists users with acceptance testing to ensure product being delivered meets project requirements.
・Design, develop and support technology solutions that integrate ancillary tools with core enterprise systems in order to enhance the value and services to clients.
・Work with the various district systems engineers to maintain current, stable and highly available systems architecture.
・Research and provide guidance on new technology solutions focusing on increasing the effectiveness and efficiency of our clients business and educational processes.

・Document work, including commenting code, preparing release notes, and updating end user documentation.
・Write and document solution specifications.
・Use configuration management tools, such as source code repository, to ensure that work is both integrated into overall solution and backed up.
・Other duties as assigned.

Qualifications

Hiring organization
Exigent Services LLC

Employment Type
Full-time

Job Location
Baltimore County Public Schools, , Maryland, US

Date posted
August 15, 2023

Required Skills:
・ Knowledge of the Systems Development Life Cycle (SDLC) and its application in the development of technology solutions.
・ Knowledge of business and educational operations, processes and procedures.
・ Knowledge of Microsoft Exchange, both on premise and cloud/Office 365 based, computer systems, servers, Local Area Networks, programming and script development.
・ Knowledge of current Microsoft Windows operating system administration and industry best practices.
・ Skill in working with virtual servers such as VMWare and Hyper-V.
・ Skill in installing, configuring and maintaining IIS.
・ Skill in project management and program planning.
・ Skill in administering network servers such as application servers, web servers, SQL servers.
・ Skill in programming scripts and utilities to automate administrative and service-oriented tasks.
・ Skill in evaluating technology and recommending network server configurations and architectures.
・ Skill in communicating to all levels of users.
・ Skill in maintaining documentation for network configurations, equipment and procedures, and analyzing, testing, and implementing architectural designs that support new and existing business applications.
・ Skill in the use of Microsoft Office productivity tools.
・ Excellent organizational skills.
・ Ability to create, articulate, document and execute a plan for completing a solutions development task, including component-level design and assumptions.
・ Ability to estimate level of effort to complete component-level tasks.
・ Ability to prioritize and multitask.
・ Ability to learn new languages, frameworks and development platforms.
・ Ability to establish and maintain effective working relationships.
・ Ability and willingness to work under the technical direction of a senior engineer or consultant.
・ Ability to work with little technical oversight on projects.

・ Ability to communicate technical issues, risks, and approaches to direct reports, peers, superiors, and clients.
・ Ability to engage client on client's domain level to provide feedback on business and technical issues, discuss risks, and offer alternative solutions.
・ Ability to work independently and follow through on assignments.
・ Ability to perform under various levels of urgency and meet deadlines.