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| Job Title: | MS Exchange/Office 365 Server Engineer | Req No./Job Code: | 488572 |
| Department/Group: | PA Turnpike Commission | Rate/Hr: | 71.15 |
| Start Date: | 02/01/2017 | End Date: | 05/31/2017 |
| Submission Deadline: | 01/24/2017 |  |  |

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| Special Notes: (if applicable) | In person round one interviews required for local candidates |

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| Job Description |
| This person will be providing project and routine support for the PTC server infrastructure.Summary: The Technical Specialist is a senior level resource with specialized knowledge and experience in Microsoft Exchange, Office 365, and the Windows server operating systems. He/she will work closely with our lead email support engineer to maintain, upgrade, and introduce new functionality to the existing Microsoft Exchange / Office 365 environment. This person will also assist in supporting the 560 Windows servers (99% virtual). Other server / storage infrastructure projects will be assigned as needed. This resource will be required to work independently and as part of the Server / Storage support team.Responsibilities: Primary responsibilities will include • Provide assistance with troubleshooting mail related issues includingo Missing emailso Recovering emailo Missing updates to the Global Address Booko All other Outlook / Exchange related problems• Provide backup support for the primary Exchange Administrator o Suggest improvements to environment to raise reliability and availability of our Exchange environment.o Assist with applying security patches to our Exchange environment (Windows 2012 R2)o Provide support for Globalscape software (SFTP)o Provide assistance to end users with Mimecast issueso Support of our Office 365 users (approximately 70+ including the CIOo Configuration and support of Microsoft ADFSo Configure and issue trusted certificateso Provide 2nd and 3rd level Microsoft Exchange support for all Microsoft Exchange problems and requests• Provide 2nd / 3rd level support for help desk tickets related to server technology• Provide operating system support for our existing Windows servers• Recommend best practices and improvements to our existing environment• Develop standards and documentation of current and new processes which adhere to best practices• Hours and availabilityo Must be available onsite during normal business hours.o Evening and weekend work may be required to perform system maintenance or upgradeso Required to be onsite when lead email engineer is out of the officeo Travel is not required• Identifies improvements to project standards to achieve high quality services/ products.• Interacts with executive level business users or technical experts.• Perform related duties as required.A qualified candidate must have: • 8+ Years installing and administering Microsoft Exchange 2007/2010 with at least 2 of those years in an Exchange 2010 environment with a minimum of 1000 userso Experience implementing, configuring, and supporting a highly available Microsoft Exchange 2010 multi-site environment utilizing multiple DAGs across a WAN o Experience with Disaster Recovery planning to maintain a highly available Exchange Environmento Experience supporting a 1000+ mailbox Exchange environment• 5+ Years Microsoft Active Directory Administration with experience in installing / maintainingo Windows Server 2008 R2 / 2012o DNSo DHCPo WINSo Active Directory Group Policyo Certificates• Experience in configuration, managing all aspects of Office 365• Demonstrated experience in configuring and maintaining Microsoft ADFS• 4-year degree or equivalent work experienceNice to have: • Mimecast Experience – if no experience, the resource would be required to take a couple of webinars• Trend Micro Deep Security• VMWare ESX Server• VMWare Horizon• Education: 4 year degree or equivalent work experience• Certifications: Microsoft certifications are not required but nice to have. |

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| **Summary of Required Skills (Must be reflected on Resume)** |
| Installing and administering Microsoft Exchange 2007/2010 with at least 2 of those years in an Exchange 2010 environment with a minimum of 1000 users | 8 years |
| Experience implementing, configuring, and supporting a highly available Microsoft Exchange 2010 multi-site environment utilizing multiple DAGs acros | 8 years |
| Experience with Disaster Recovery planning to maintain a highly available Exchange Environment | 8 years |
| Experience supporting a 1000+ mailbox Exchange environment | 8 years |
| Microsoft Active Directory Administration with experience in installing / maintaining: Windows Server 2008 R2 / 2012; DNS; DHCP; WINS; AD ; Certs | 5 years |
| Experience in configuration, managing all aspects of Office 365 | 5 years |
| Demonstrated experience in configuring and maintaining Microsoft ADFS | 5 years |
| 4-year degree or equivalent work 5 years work experience | Required |
| Mimecast Experience – if no experience, the resource would be required to take a couple of webinars | Nice to have |