

Applications Administrator - Records Mgmt(contingent)

## Description

Looking for an application administrator that is passionate and experienced in the following:

- Records Management knowledge
- Administer system security - manage user accounts, groups and roles. Synchronize user accounts with Active Directory.
- Define and administer repository security configurations.
- Define the repository structure for storage and access - Collection and File Plan configuration (document types, attributes, and containers and associated container attributes).
- Coordinate other system administration tasks such as:
  - a. Event Logging
  - b. Rendition Definitions
  - c. Building and Running Reports
  - d. Imports/Exports
- Modifying System Configuration and Applying Changes.
  - a. Interpret error logs and system/database reports.
  - b. Ensure backup and recovery processes are in place and working.
  - c. Define system integration requirements.
  - d. Determine network requirements.
  - e. Perform functional testing of new features.
  - f. Track system problems and problem resolution.
- Coordinate Vendor Support personnel to resolve system problems.
- Be an expert power user for the product, understanding all product functionality.
- Train others concerning product functionality.
- Be aware of available releases, bug fixes and outstanding issues.
- Provide support for desktop configuration issues - web browser settings for viewing documents.
- Maintain programs and/or scripts that ensure the integrity of the records and documents stored in the system.

## Qualifications

- This is a 12 month contingent position.
  - Must be organized and prompt in administrative deliverables.
  - Must have good Java development skills, .NET C# also desired.
  - Strong communication, problem solving, technology, and collaboration skills.
  - BS in CS or equivalent experience and software application development a plus.
  - Must have experience with records management applications.
- <http://www.slc-staffing.com>