



POSITION ANNOUNCEMENT 26-54
NATIONAL INFORMATION TECH OPERATIONS AND APPLICATIONS DEVELOPMENT
OPERATING SYSTEMS ADMINISTRATOR
Office of the Federal Public Defender
Western District of Texas

Position: Operating Systems Administrator
Location: San Antonio, Texas
Salary: \$90,823 - \$108,001

Position Type: Full-Time
Opening Date: September 16, 2026
Closing Date: Until Filled

The Federal Public Defender for the Western District of Texas is accepting applications for the position Operating Systems Administrator, to be stationed in the San Antonio office.

POSITION DUTIES

The Operating Systems Administrator role involves developing, executing, and supporting the national Federal Defender Microsoft Windows infrastructure. Specialized duties include:

- Windows client and server operating system installation, deployment, maintenance, and support.
- Administration and troubleshooting Active Directory and Group Policy.
- Manage and maintain third-party applications in conjunction with vendor support.
- Serve as a Tier-3 escalation resource for complex Windows infrastructure issues with the ability to troubleshoot across infrastructure boundaries.
- Communicate technical issues, to both a nontechnical and technical audience, with excellent customer service skills.
- Drive infrastructure related projects independently or through collaboration with team members.
- Evaluate technologies and technical solutions and provide recommendations concerning enterprise systems, platforms, and services.
- Utilize enterprise tools to manage, monitor, and secure large enterprise data center environments.
- Prepare and present reports on usage and system health.
- Serve as a Microsoft Windows escalation resource and mentor team members.
- Demonstrate attention to detail and maintain effective working relationships with those contacted during course of work.
- Occasional travel and lifting equipment up to 50 pounds.
- Monitor enterprise infrastructure including storage area networks (SAN) and Windows server environments.
- Develop and maintain project documentation such as: Infrastructure diagrams, installation documentation, upgrade assessments, knowledge base articles.
- Implementing and troubleshooting security controls within Microsoft Windows environments, including hardening, patch management, privileged access, and endpoint security.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- 3 years of general experience (relevant accredited coursework may substitute for part).
- 4 years of specialized experience (education may substitute for part).
- Employment contingent on a satisfactory background check (FBI name & fingerprints).
- Experience performing Microsoft Windows Server maintenance to ensure the system is secure, healthy, and highly available.
- Comfortable working beyond documented procedures to identify root cause and implement sustainable solutions.
- Practical and in-depth understanding of networking principles.
- Advanced Active Directory and Group Policy administration and troubleshooting.
- Demonstrated proficiency using PowerShell to administer, troubleshoot, and automate Windows infrastructure.
- Knowledge of data center technologies, functions, and infrastructure.
- Experience in leading projects and providing architectural input for system design.
- Experience diagnosing complex virtualization, performance, resource, and availability issues is highly desirable.
- 3 + years experience supporting Microsoft Windows Server deployments in virtualized environments including Failover Clustering.
- 3 + years experience administering and supporting enterprise Microsoft Windows server operating systems (2019, 2022, 2025, Hyper-V), server class hardware, and enterprise storage (SAN) technologies.

BENEFITS

- Retirement benefits under the Federal Employees Retirement System.
- Optional participation in Federal Employees Health Benefits (FEHB).
- Optional participation in Federal Employees Dental and Vision Insurance Program (FEDVIP).
- Optional participation in Federal Employees' Group Life Insurance (FGLI).
- Position is excepted service, without competitive civil service tenure.

HOW TO APPLY

- Cover letter and resume.
- Three professional references with their contact information.
- [Form AO-78](#) – All sections of the AO-78 must be completed in full, with dates in the following format: mm/dd/yyyy.
- Apply by sending your application to: TXW_Employment@fd.org. Attach your cover letter, resume, references and the AO-78 in one pdf. Incomplete applications will not be considered.

To request a reasonable accommodation for any part of the application or interview process, contact personnel administrator Michelle Higgins at 210-981-2081.

The Federal Public Defender is an equal-opportunity employer.