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# Example of Computer Systems Administrator Job Description

Our company is growing rapidly and is looking to fill the role of computer systems administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for computer systems administrator

* Ability to backup and restore selected servers supporting highly skilled engineers working with advanced programming languages and algorithms
* Design and develops server disaster recovery strategies
* Document technical processes and procedures as needed
* Responsibility as Lead to coordinate and administer daily tasking of Application Administrators, Programmers, Program Analyst and other technical staff in supporting assigned systems
* Point of contact between Database Administrators, Systems Administrators, and Helpdesk for all application functionality and configuration
* Serves as group lead for technical E-Commerce team and related projects
* Provide backup and recovery services
* Interact, meet, discuss, and troubleshoot issues with vendors
* Adhere to strict Information Systems Security guidelines in all cases and prepare security documentation for input to Computer Security
* Administer network security measures

## Qualifications for computer systems administrator

* Applicants must be able to lift equipment containers weighing 50lb
* Applicants must also be willing to travel within the United States and overseas for 14-30 days, approximately 5-6 times a year, to support simulation-based Army training exercises
* Familiarity with US Army organizations, systems and operations is a plus
* Experience must include a minimum of 5 years of experience with analysis, planning, installation and system configuration of SAP NetWeaver instances and components including ECC, EP, XI/PI, BI, and Solution Manager
* Implementation experience with a minimum of 1 full life-cycle implementations
* Must have 5 years of experience providing documentation for implemented technical solutions, such as installation procedures, system administration procedures, and monitoring procedures