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# Example of Computer Systems Administrator Job Description

Our innovative and growing company is looking to fill the role of computer systems administrator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for computer systems administrator

* Provide technical expertise, planning and coordination for the implementation, maintenance, customization, support, and testing components with in the storage and backup environments
* Provide technical consultation, technical expertise, and technical support for project work
* System Administration (primarily Linux) in a secure networked environment
* Sets/Manages application parameters for Client Computing Support systems/software
* Administer incident, problem and change management capabilities that maximize analyst productivity and enhance responsiveness
* The ability to plan, test, and implement a production database environment
* Writing application documentation, including data standards, procedures and definitions for the data dictionary
* Obtains regular monitoring and processing reports to check for errors, assess/analyze errors, and distinguishes between database, application, and customized application problems
* Troubleshoots technical Client Computing application problems and coordinates resolution with other support groups
* Monitor, coordinate, and install vendor provided software patches, security updates, cyclical releases, and major upgrades

## Qualifications for computer systems administrator

* Understand communications protocols, and be able to quickly understand the Army Technical Architecture guidelines
* Posses extensive knowledge of batch scripting languages used to create programs and routines tailored to very specific user or system requirements
* Test, modernize, patch, image, install and repair MicroSoft Servers (2008/2012)and PC systems to Navy Security Requirements
* Provide system security related information to the Information Systems Security Manager
* Maintain and deploy a data back-up strategy
* Maintain and update an online store through the WordPress CMS