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# Example of Information Security Administrator Job Description

Our innovative and growing company is looking to fill the role of information security 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 information security administrator

* Take on additional duties assigned by manager
* Manage systems and practices to protect client, employee and Firm information
* Establish and maintain data security strategies and programs
* Investigate and remediate threats
* Provide technical guidance and recommendations for new products and services
* Develop and implement IT security policies, standards, procedures and protocols
* Conduct penetration testing and vulnerabilities scans and remediate findings
* Create and promote a high degree of data security awareness in the Firm
* Participate in the maintenance of the Firm’s Disaster Recovery and Business Continuity Plan
* Ensure all security policies and procedures are kept current

## Qualifications for information security administrator

* Strong oral and written communication skills, including ability to write functional and technical procedural documentation
* Ability to work independently and perform accurately in a detail-oriented environment
* Ability to handle multiple work priorities, organize and plan and work on multiple projects
* Respond to all client security audit requests
* A college education in a Computer Sciences major or related field
* A minimum of four (4) years’ experience in network/systems administration and two years in security