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# Example of Lead Systems Administrator Job Description

Our company is searching for experienced candidates for the position of lead 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 lead systems administrator

* Remain current on the latest software releases/release notes in anticipation of future business needs and/or to improve productivity and departmental capabilities
* Keep abreast of related technologies, methodologies, best practices and provide recommendations for adoption/implementation
* Proactively identify opportunities for improvement and take necessary actions to implement
* Evaluate packaged software products and upgrades to existing products
* Analyze and resolve business needs related to packaged software
* Assist manager with strategy, vision, planning, building of the administration team
* Work evening and weekend hours when necessary for installations, implementations, and upgrades
* Login capability from home to respond to any system-related problem(s)
* Carry a company-issued smart phone and respond to critical business issues in a timely manner
* Should be comfortable with, and have experience, interacting with cross functional project teams

## Qualifications for lead systems administrator

* Hands on experience in upgrading of the platform versions and patches analysis on application upgrades
* Able to support Remedy on VM technologies and experience with high availability systems
* Team lead experience, communication and diplomatic skills a must
* Expert application of productivity suite software
* Experience with network wireless site survey tools
* Strong understanding of the administrative process as it relates to Health & Welfare and/or Pension benefit plans