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# Example of Security Administrator Job Description

Our innovative and growing company is hiring for a security 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 security administrator

* Provide secure movement of official classified or unclassified contract materials
* Respond immediately to security-related incidents
* Assist in finding the proper balance between enabling and securing in relation to the client's organization, culture and ecosystem
* Submit and/or conduct searches and queries using corporate and customer specific databases
* Interpret customer requests, validate that approval processes are followed
* Identify, research, and provide remediation steps for vulnerabilities
* Processing of requests for firewall rules or other Border Protection Team service offerings
* Implement the Client Photo ID process including production of Client Photo ID's and exporting photos to Client information systems on Client's
* Ongoing coordination with Client employees at large, receptionists, Facilities personnel and managers Security Function Owners at non -Foster City Client
* Exercise skill in the use and operation of security systems including basic troubleshooting knowledge to ensure a problem is well understood and that repairs or modifications can be efficiently

## Qualifications for security administrator

* Knowledge of and experience with Defense Security Service ODAA processes and procedures
* Applicants who wish to be considered must have a current SECRET DoD clearance
* Access 1-2 Yrs
* Active Directory 1-2 Yrs
* IT Experience 1-2 Yrs
* Problem solver 1-2 Yrs