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# Example of Senior Administrator, Systems Job Description

Our innovative and growing company is hiring for a senior administrator, systems. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for senior administrator, systems

* Attends meetings and interacts professionally with peers and management
* Participate in on-call rotation with other IT staff to support production and corporate sites
* Maintain accurate and current documentation of LAN technology installation settings, specifications, and floor plans
* Identify and analyze system requirements to develop detailed design specifications for data traffic and system enhancements
* Design, configure, and maintain system services within company infrastructure, monitoring the data communications to ensure system is available to all users
* Manage and oversee multiple projects/priorities simultaneously
* Maintains data files and control procedures for complex systems of networked computers or a single group of microcomputers linked to a host workstation
* Responsible for system security and data integrity that involves general troubleshooting, and communication with end users
* Anticipates impact of growth and changes in operations, and recommends design and/or process changes
* Participates in disaster recovery/business continuity planning including backup and recovery procedures and higher availability configurations

## Qualifications for senior administrator, systems

* High level of proficiency in Linux and Centrify
* Five or more years of experience in the Information Technology field
* Requires Bachelor's degree and 5-7 years of related system engineering experience
* Experience with User administration and AD policies
* Knowledge of software upgrades procedures
* Prior experience in Dept