Downloaded from <https://www.velvetjobs.com/job-descriptions/sys-admin>

# Example of SYS Admin Job Description

Our growing company is searching for experienced candidates for the position of SYS admin. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for SYS admin

* Setup and configuration of SharePoint services on server
* Allocate and increase space on web applications, site collections and My Sites
* Manage charge out model for space usage
* Implement, and document SharePoint governance and change control procedures
* Supply reporting on a daily/weekly/monthly/on-demand basis to business and the Helpdesk
* Creation of site collections and their databases and services if required
* Balance loads to grow the databases as necessary (without impeding performance)
* Restore sites and data as required
* Participate in planning sessions with direct and cross-functional teams
* Install, validate, and support applications

## Qualifications for SYS admin

* Knowledge on MS SQL Server 2005 or higher
* Good to have DataPower experience
* Require good Analytical/Debugging/Troubleshooting skills and ability to multi-task
* Customer/Client facing abilities and decision making abilities
* Ability to act individually and as a team member in resolving problems and completing assigned tasks in time
* WebSphere Application Server (ND/VE) 7.x/8.0/8.5.5