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# Example of System Administration Job Description

Our company is growing rapidly and is looking to fill the role of system administration. 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 system administration

* Support production critical activities during non-business hours as needed
* Works closely with IT Project Manager and/or IT Business Analyst to identify application support requirements
* Document Business Requirements, extract information and use creative elicitation methods
* Defect/enhancement log maintenance, prioritization and tracking
* Analyze and document reporting requirements for business and risk-control initiatives
* Management of software development lifecycle process and system administration/configuration process
* CRM solution delivery from project launch to shut down - including configuration and data management
* Demonstrate CRM software to customers
* Support Implementation team in gathering and documenting business requirements that are needed to complete CRM configuration
* Maintain the requirements documentation

## Qualifications for system administration

* Demonstrates proficiency in hardware mechanics, best practices, and processes is preferred
* Be able to earn and maintain CompTIA Security+ certification and complete required continuing education requirements
* Documented training and experience with Solaris, Linux, Microsoft Windows, Cisco IOS, and Microsoft Office products
* U.S. Navy IT-2791 (System Administrator) or IT-2792 (CANES System Administrator/Maintainer)
* LSF Installer for Core Infor Windows Environment – version 10
* LSF Installer for Core Infor Unix Environment – version 10