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# Example of Systems Admin Job Description

Our innovative and growing company is searching for experienced candidates for the position of systems admin. 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 systems admin

* Performing PDA, laptop, desktop, and server configuration management and support
* Using appropriate tools and methods to monitor, evaluate, resolve, and report Antitrust Network system and device problems, including server error detection, notification, and usage statistics
* Managing and executing the Antitrust Network backup, file auditing, and virus protection strategies, including emergency restoration procedures
* Providing technical support for specifying, installing, documenting, implementing, monitoring, and resolving problems in the Division’s telecommunication network systems
* Configuration Management—Adhering to and updating documented Antitrust Network standards and procedures, managing the System Change Request process, ensuring that only authorized personnel make changes to the system configurations and that the appropriate personnel have approved the changes
* Effecting change to add, delete, and modify user, printer, group, file accounts, rights, and permissions to support daily administration
* Providing support before, during, and at the conclusion of remote trials or investigations
* Configuring, installing, and upgrading existing operating system and application program software
* Performing E-mail systems management
* Performing out-of-hours system maintenance during the Division’s specified maintenance windows on the 1st and 3rd Friday each month from 9pm to 1am

## Qualifications for systems admin

* 5+ years of Unix System Administration experience involving Solaris/CentOs/RedHat/Ubuntu
* Experienced with different Monitoring tools such as Nagios, Cacti, Zabbix
* Experienced with Kickstart for Linux distro and Jumpstart for Solaris
* Experienced on troubleshooting server system issues and driving for solution
* Experienced with patching and maintaining systems at correct patch levels in order to maintain PCI compliance
* Experience with server side lun allocation