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# Example of Systems Admin Job Description

Our growing company is looking to fill the role of systems admin. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for systems admin

* Coordinate with external entities for troubleshooting, analysis and repair of Information Systems and Provide customer support
* Ensure the servers/clients are backed up, and that the server/client data is secure from unauthorized access
* Perform basic programming and/or scripting
* Upgrade and/or configuring software, hardware, peripherals, services, settings, directories, storage, in accordance with standards, project or operational requirements performing ongoing performance tuning and resource optimization
* Create, change, reset passwords for and deleting user accounts
* Configure or add new services
* Answering technical queries and dealing with often frustrated users
* Apply OS patches and upgrades on a regular basis, review logs, and upgrade administrative tools and utilities to ensure system security is up to date
* Develop and/or maintain installation, operation and configuration procedures and documentation
* Maintain software libraries and hardware inventories

## Qualifications for systems admin

* You’ve got demonstrated experience engineering backend systems for large-scale commercial products
* You’re not only solid on MySQL or NoSQL, but you can explain to non-techs in our organization the difference between relational and non-relational databases in a way they can understand
* Familiar with Oracle LDAP or OpenLDAP
* Experienced on evaluating new system vulnerabilities, measuring impact, and implementing resolution
* Prep change cases and join meetings to discuss change for approvals
* Great team player with documentation skills