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# Example of Systems Admin Job Description

Our growing company is looking for a 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

* Perform physical security duties for both interior and exterior of the building
* Manage and account for the local Tier 3 fill devices
* Applies advanced technical knowledge to solve unusually complex problems that typically cannot be solved solely by referencing manufacturer's manuals or similar documents
* Exercises independent judgment in performing tasks, such as conducting circuit analyses and resolving difficult and complex telecommunications problems
* Performs moderate to complex cable fabrication duties, including (multi-pin, fiber optic, RF/coaxial, Cat 5/twisted pair, ) and technical support to install and maintain telecommunication systems
* Supports rack building and assist with systems integration, installation, modification, and upgrades in support of telecommunication circuits and systems
* Create and maintain circuit history folders per mission requirements in both electronic and hard copy format
* Complete documentation of new circuitry
* Cleansing equipment air filters and equipment cabinets of dust and leftover installation materials
* Conducting quality checks on circuits as required

## Qualifications for systems admin

* Be part of oncall 24x7 rotational support every few weeks
* College degree, or compelling alternative, preferred
* Experience monitoring server operating systems
* Must possess a demonstrably creative streak, coupled with strong analytical prowess
* Ability to properly develop and maintain thorough system documentation
* Ability to simplify and communicate complex technical concepts to non-technical staff