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# Example of Systems Administration Job Description

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

* Provides and maintains engineering plans for systems architecture and systems integration that allows for planned growth of the user
* Building new sql server as per inputs given by application architect
* Installation, Administration and Maintenance of Microsoft SQL Server Instances
* Monitor and ensure regular backups
* Support database recovery as per the requirements
* Setup High-Availability as part Disaster Recovery Strategy for the Databases - Fail over Clustering, Database Mirroring, Log Shipping and Replication
* Troubleshoot various problems that arise in a day-to-day work and fix the issues by Monitoring SQL Server Error Logs and checking your email alert (if there is one configured)
* Schedule, rebuild, re-index job,mail notification, application jobs on server
* Monitoring, Performance Tuning Physical Server Level & Database level and query tuning
* Creating and maintaining Indexes, performing database shrinking, memory settings, monitoring CPU usage and Disk I/O activity

## Qualifications for systems administration

* Prior experience with Project Management and/or the skills and aptitude to support projects
* Candidates must possess a Secret clearance and be able to obtain a Top Secret clearance
* Bachelor’s Degree in a related technical field (Computer Science, Information Technology, Computer/Network Engineering, ) and 12-15 years of experience
* Candidates must be strong independent thinkers capable of working proficiently independently within a team
* Secret Clearance (ACTIVE/CURRENT)
* Experience with Network Technologies, such as TCP/IP protocols, CISCO, subnetting, VPN, switching, firewalls, and routing, including troubleshooting