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# Example of Systems Administrator, Lead Job Description

Our innovative and growing company is looking to fill the role of systems administrator, lead. 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 administrator, lead

* Perform complex software installations, upgrades, and migrations
* Develop, implement, and promote standard operating procedures and schedules
* Ensure accurate and reliable backup of corporate servers and data
* Work as a technical expert in maintaining, upgrading and supporting a multitude of mission critical applications
* Candidate must be highly motivated and a self-starter with ability to take ownership of assigned tasks
* System administrator/engineer Lead will supervise an additional 2 systems administrator/engineers
* The candidate will use their strong, well-rounded foundation of technical skills and experience encompassing a broad range of information technology (IT) fields including hardware, software, networks, and information security
* Working in a team-oriented help desk/technical support environment and will be working in Sponsors IT systems and networks
* Maintain records of software licensing and hardware/software support agreements
* Take ownership of personal and team tasks and manage them through to completion

## Qualifications for systems administrator, lead

* VMware and Cisco experience
* Office365 account administration and troubleshooting
* Server and network configuration
* Experience with GNSS technologies / Satellites
* Demonstrated troubleshooting skills through resolution
* Applicant must be able to install COTS/GOTS application software updates and OS security patches/updates