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# Example of Systems Administrator, Senior Job Description

Our innovative and growing company is hiring for a systems administrator, senior. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for systems administrator, senior

* Perform user administration (adds, changes, deletes, disk space management, backups & file restores)
* Document standards & operating procedures & serve as technical resource to IT & systems users
* Develop project plans, assign tasks & facilitate team process
* Depicts ideas, issues & designs to varied audiences
* Identifying and analyzing system requirements to develop detailed design specifications for data traffic and system enhancements to include designing, configuring, and maintaining system services within company infrastructure
* Monitoring the data communications to ensure system is available to all users
* Minimum 4 years' experience managing Windows (2003, 2008) server environments required
* Minimum 2 years experience running a a Microsoft Exchange platform in an enterprise environment required
* Knowledge of one program platform (Tandem, Windows, Unix, Geotel, or Web) is required and knowledge of one standard programming language (e.g., C, SQL, Visual Basic, C++, COBOL, HTML, PERL, TACL) is preferred
* Knowledge of BizTalk may be required

## Qualifications for systems administrator, senior

* Active Directory Policy creation, maintenance and management
* Hands-on experience working with EMC storage
* Ability to write scripts, batch files, and automated processes
* Able to be in a 24x7 on-call support rotation to troubleshoot issues
* Working in multiple remote data center environments
* Previous knowledge of best practices for SOX compliance