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# Example of Systems Administrator Staff Job Description

Our growing company is hiring for a systems administrator staff. 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 administrator staff

* Perform all required daily, weekly, monthly, annual O&M
* Perform SOP documentation updates to support IT activities
* Perform patching per patch management schedule
* Collect metrics in ticketing system to ensure key metrics are met for system administration
* Serve as primary tier 1 and phone support to customers' IT needs (majority of work is Tier 2)
* Ensure secure baselines are applied to relevant workstations and servers
* Create detailed requirements engineering and capability backlog
* Foster relationships with stakeholders to deliver state of the art customer service
* Engineer, document, and deliver the information system solutions through all stages of SDLC
* Diagnose and resolve the complex performance, security, and/or technical challenges related to the platforms listed below

## Qualifications for systems administrator staff

* On-call/response support may be required
* Extensive ALIS Administrator (privileged-level) experience with basic, advanced hardware/software and ALIS application problem resolution is required
* Advanced understanding of ALIS middleware and messaging architecture
* Ability to patiently guide field Administrators through complex issue resolution
* Ability to function in multiple ALIS roles
* Previous COMSEC experience