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# Example of Systems Administrator, TS Job Description

Our growing company is looking to fill the role of systems administrator, TS. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for systems administrator, TS

* Works under the supervision of the HQI-C4IM Systems Integration Lead and in direct support of government and contractor staff
* Assists in the development of documents and artifacts to facilitate traceability of work activities and problem resolution
* Provides on-site support primarily during standard business hours and/or contractually mandated core hours, Monday through Friday
* Manages day-to-day operations, monitoring and problem resolution of IT systems
* Optimizes system operations and resource utilization, and perform system capacity analysis and planning along with implementing operating systems enhancements to improve reliability and performance
* Maintains up-to-date documentation of system configuration and operating procedures
* Optimizing system operation and resource utilization, and performing system capacity analysis and planning
* Perform system installs
* Provide support and maintenance for servers or systems utilized by a team of software developers, data scientists, and analysts
* Responsible for creating contingency plans and responding to service outages

## Qualifications for systems administrator, TS

* VMware 5.X- In depth understanding of VMware vSphere4/5 Including configuration
* Extensive knowledge of implementing and administering Windows 2008/2012
* Demonstrate attention to detail in planning
* Position will require on call support and occasional night and weekend work
* Conduct multidisciplinary research and collaborate with equipment designers and/or hardware engineers in the planning, design, development, and utilization of electronic data processing systems
* Maintain smooth operation of multi-user computer systems, including HW installation & configuration, COTs SW installation, and security patching & scanning