



# Example of Administrator / Analyst Job Description

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Our growing company is looking to fill the role of administrator / analyst. 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 administrator / analyst

- Compare, evaluate, and implement new technologies, and integrate systems into the computing
- Performing on-site and lab based Cyber Security assessments of tactical and enterprise systems in support of Department of Defense (DoD) accreditations
- Working with automated vulnerability scanning tools
- Developing scripted tools and building virtual environments to support vulnerability testing
- Analyzing vulnerability data to determine system risk
- Developing all security artifacts for accreditation packages
- Working with DoD Accreditation processes and procedures, DIACAP and Risk Management Framework (RMF)

## Qualifications for administrator / analyst

- Be enthusiastic with a strong attention to detail
- Be resourceful in approach to resolving day-to-day System & Operational queries
- Taleo System Administration experience
- Taleo Connect Client experience
- Experience coding in HTML
- Experience using application program interfaces (APIs) to transfer data between systems