



# Example of Cyber Systems Administrator Job Description

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Our growing company is searching for experienced candidates for the position of cyber systems administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for cyber systems administrator

- Provide local hands-on support for workstations and printers when needed
- Configuration and deployment of Virtual Systems on VMWare environment
- Responsible for implementing operating system enhancements, to improve the reliability and performance of the systems to include DoD STIG implementation and patching of systems
- Hardware deployment of systems and firmware updates
- Hardware and touch maintenance support of all systems in data center
- Troubleshooting hardware issues and working with vendor for replacement parts
- Working with local Data Center on inventory reconciliation and movement/deployment of equipment
- Responsible for shipping and receiving various server equipment and tracking
- Create and maintain system documentation including policies, plans and procedures
- Work closely with cyber security team to maintain compliance with DoD security requirements

## Qualifications for cyber systems administrator

- Bachelor's Degree in technical discipline from an accredited college or university and a minimum of nine (09) years of experience as a systems administrator

- Bachelor's Degree in technical discipline from an accredited college or university and a minimum of five (05) years of experience for a Level 03 and nine (09) years of experience for a Level 04
- Previous experience with patch management solutions
- Bachelor's degree from an accredited college or university and 3 years' experience or Master's degree and one year experience is required (4 years of additional SA experience may be substituted for a bachelor's degree)