



# Example of SCCM Administrator Job Description

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

## Responsibilities for SCCM administrator

- Create complex and dynamic collections, advertisements, queries, reports, other technical documents as required and manage local and remote site boundaries, site systems, site roles, inter-site dependencies and communication
  - Ensure timely deployment of software updates, critical patches, and out-of-band releases
  - Maintain and update current OSD images and documentation for both servers and workstations
  - Provide support and in-depth troubleshooting to any and all issues related to the SCCM infrastructure or functionality
  - Create custom OSD Task Sequences utilizing Microsoft scripting technologies and components such as PowerShell, VBScript, WMI, .NET and XML, that will aid in deployment of software, packages, and configurations of operating systems, packaged software, and in-house applications
  - Create, update and maintain standard operating procedure and knowledge base documentation for software deployment, imaging and patching in our ITSM tool
  - Accountable for continuously evolving, and innovating the end-user computing environment while aligning with business strategies
  - Mentor and train junior level SCCM administrators
  - Deployment of operating system images, security patches, applications and settings
  - Monitoring and reporting on key metrics
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- Bachelor's degree with 5+ years of overall related Systems Administration experience
- In depth experience with scripting to include, but not limited to, Windows PowerShell
- 5+ years in an Operations Support role for an Enterprise larger than 1500 desktops, 300 servers
- Practical, hands-on experience and demonstrable technical competence with administrative and operational tools
- 7-10 years of hands-on Operations Support experience
- 8+ years' experience with SCCM, patch management, software deployment