



# Example of Security Administrator Job Description

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Our company is growing rapidly and is looking for a security administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for security administrator

- Maintain personnel security folders and file plans
- Participate in the Government's in-house and web-based security training program under the terms of the contractThis position is critical to the security of the facility and must be manned on all work days (Mon-Fri) from 0700-1600
- Responsible for the creation and maintenance of all user accounts, groups, jobs, and access rights to the Agency and Secretariat's on-line statewide Network/Application specific Systems including RACF, and Natural Security for Agency and Secretariat Staff Non Secretariat Staff
- Provide availability for authenticated users to information systems, by managing role based and discretionary access controls
- Perform all procedures necessary to ensure the safety of information systems and to protect from intentional or inadvertent access or destruction
- Provision end user access across multiple applications, domains, and security platforms
- Proactively assess potential items of risk and opportunities of vulnerability
- Ensure that user community understands and adheres to necessary procedures to maintain security
- Conduct accurate evaluation of the level of security required
- Set up and manage automated manual access provisioning workflows

## Qualifications for security administrator

- 2 to 4 years data security administration experience

- At least 2 years experience in IT Audit and Compliance
- Experience in security standards implementation and compliance
- Minimum 2 years Experience with SAP GRC