



Example of Security Systems Administrator Job Description

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Our company is growing rapidly and is looking to fill the role of security systems administrator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for security systems administrator

- Adds, deletes, and or modifies user access to network services, manages account profiles, permissions, and access to resources
- Designs, implements and monitors deployment of active directory group policy objects (GPOs)
- Monitors and audits Windows update services (WSUS) to ensure all necessary network security updates, patches and preventive measures are in place
- Gathers data pertaining to customer needs, and use the information to identify, predict, interpret, and evaluate system and network requirements
- Creates and maintains DNS and DHCP records and reservations
- Participate in the evaluation and selection of security applications and operating systems
- Participate in strategic planning implementation and special studies to enhance security and establish standards
- Responsible for the development of installation and implementation plans
- Responsible for security systems administration, maintenance, fault identification, and standards implementation
- Maintain all licensing, upgrades, and application patches

Qualifications for security systems administrator

- This position requires a current Top Secret/SCI clearance and is contingent on

- Administrative budget management and organisational skills for associated contracts
- The ability to communicate effectively to business and technical teams our Productions and Tenants
- The Security Systems Administrator will be part of a small team of client focused individuals
- Minimum of 3 years hands on technical experience with Unix Security products like Power Broker, Centrify, Keon / Boks, LDAP and eTrust in a large global enterprise environment