



# Example of Security Systems Administrator Job Description

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Our innovative and growing company is looking for a 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

- Support and utilize existing security analytic systems such as log monitors and IDS/IPS deployments to look for security threats
- Review, analyze and troubleshoot antivirus dashboards and endpoint deployments
- Provide administrative support for Kerberos, SAML and multifactor authentication systems
- Identify and work to detect cyber security threats to the firm globally
- This is a social role – this person will need to interface with staff in other offices to learn of and address any security-related needs they may have
- Available 24/7 for security-related emergencies
- Participate in discussions to further review and refine existing automation measures
- Occasionally participate in after hours change controls
- Research and provide resulting guidelines for changes in server policy to further enhance security
- Write scripts that perform discovery and information parsing in BASH, Python or Powershell

## Qualifications for security systems administrator

- On-call support is required occasional shift and weekend work

- Experience in developing project objectives, reviewing project proposals and plans, impact assessments, assisting with project planning activities, assisting in determining future requirements of hardware/software, and conducting trade studies for new equipment is a plus
- Top Secret Clearance
- 8570 compliance at IAT level II (Security plus, CCNA Security, ) •Experience using a ticketing system to create, modify, and update incident and change management tickets