



Example of Security Systems Administrator Job Description

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Our innovative and growing company is looking for a security systems administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for security systems administrator

- Responsible for the end-state implementation of security technologies and processes
- Responsible for role based access reviews of IT users within business and IT applications
- Assist the IT Security Officer with the development of information security policies, standards, and procedures in association with key personnel
- And regional LISO
- Assist with the management of information security incident responses
- Improve risk awareness and knowledge of the risk policies of business analysts, project managers, and application designers and developers
- Responsible for monitoring and verifying the implementation of IT security baselines within the IT organization
- Participates and is responsible for the proper definition and implementation of IS controls within IT projects
- Works with IT department at all levels to ensure they are enacting their specific security responsibilities
- Advise and ensure system patch levels and virus definitions are at the correct levels

Qualifications for security systems administrator

- Experience with Microsoft Windows security vulnerability and remediation

- Familiar with installing, configuring and operating Red Hat Satellite Systems Management, Microsoft System Center Configuration Manager (SCCM) or Microsoft Windows Server Update Services (WSUS)
- Experience in creating operating instructions and procedures for system maintenance activities Familiarity with Remedy software used to resolve Incident Requests is highly desirable
- 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 PREFERRED