



Example of System Administrator Job Description

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

Responsibilities for system administrator

- Provide support on initial computer system setup, mounting and installation of software systems, and installing images of backups in computer systems in case there are failures or installation of new software versions does not complete as specified
- Support Computer Laboratory Manager as needed
- Work closely with client Property Accountability Officer for logistics management and input the DoD Information System Security Officer
- Support media management through internal methods and procedures or offsite storage and retrieval services
- Author solution specific documentation operational support documentation
- Configure, support and monitor backup & recovery systems
- Perform administrative responsibilities for hardware and software (including operating system, database and applications)
- Analyze, diagnose and repair system issues
- Provide on-call and off-hour support as needed
- Maintains documentation and procedures

Qualifications for system administrator

- Proficiency in writing scripts and/or programs using scripting languages
- Strong knowledge in MS SQL 2008-1012 and network technologies
- Experience in automatization (PS, VBS, WSH, BAT)
- Experience with designing and implementation fault-tolerant systems
- Creation technical specification and manuals

