



Example of System Operations Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of system operations. 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 system operations

- Responsible for assessing system impacts, providing gap and process analysis cost/benefit analysis for system or product/service related initiatives
- Collaborate with cross-functional groups to ensure that business requirements are delivered through successful project implementation of optimal, best in class, cost-effective solutions
- In-charge of process modelling to clarify business requirements, and to enhance or re-engineer business processes, prior to, or in parallel with, solution design and implementation, as necessary
- Responsible for gathering, analyzing and creating comprehensive work products documenting requirements, including validating and traceability, for existing and new applications
- Review and provide feedback on functional deliverables produced by business systems analysts as part of implementation life-cycle, such as process flows, high-level and detailed-level requirements documents, gap analyses, functional designs, test plans, training materials and production support plans
- Manage and mentor business systems analysts participating on strategic systems projects those engaged in supporting production system
- Installs NTB software releases, upgrades, and patches
- Evaluates and resolves moderately complex software-related and configuration problems
- Coordinates with software developers to enhance effectiveness of existing

monitoring processes that can be streamlined and automated by NTB software efforts

- Develops and monitors policies and standards related to the allocation and use of computing resources

Qualifications for system operations

- Detailed understanding of System Center products, especially Operations Manager
- Deep background with Windows Server System Administration and troubleshooting
- Knowledge of Unix, Linux, or AIX are a plus
- Two or more years experience providing 24x7 technical on-call support
- Experience of Actuate/O'BIRT products a plus
- Experience of Microsoft Clustering MSCS a plus