



Independent agency for  
accreditation rating

## **Job description of System administrator**

1. System administrator falls under the category of specialists.
2. On the position of System administrator should be appointed a person with specialized professional education, experience in maintenance and repair of personal computers and office equipment, knowing the basics of local area networks (TCP/IP stack protocols, network equipment, and structural concept of local area networks).
3. System administrator should know:
  - 3.1. Technical specifications, prescription, operation modes, design features, technical usage rules of local area networks, office equipment, server systems and personal computers.
  - 3.2. Hardware and software of local computer networks.
  - 3.3. Principles of repair of personal computers and office equipment.
  - 3.4. Programming languages and methods.
  - 3.5. Fundamentals of information security, methods of information protection from unauthorized access, damage or deliberate distortion.
  - 3.6. Procedures of formalization of technical documentation.
  - 3.7. Rules of internal work regulations.
  - 3.8. Basics of labor law.
  - 3.9. Rules and regulations of labor protection, security and fire protection.
4. Appointment and release from responsibilities of System administrator is made by the Director's order.
5. System administrator reports directly to the Director.

## **2. Job responsibilities**

6. System administrator should:
  - 1) Install on the server systems and workstations, operational systems and other necessary software for work.
  - 2) Conduct software configuration on server systems and workstations.
  - 3) Maintain serviceable condition of sever systems and workstations.
  - 4) Register local network users and mail servers, assign IDs and passwords.
  - 5) Provide technical and program support for the users, consult users on the local network and programs, prepare guidelines on software usage and inform users about them.
  - 6) Set access rights and control the use of network resources.
  - 7) Ensure timely copying, archiving and data redundancy.

8) Take measures to restore serviceable condition of the network in case of failures and breakdowns of network equipment.

9) Detect errors of the users and software, and take corrective measures.

10) Conduct network monitoring and develop proposals for development of the network infrastructure.

11) Ensure network security (protection against unauthorized access to information, view or modification of system files and data), security of interwork communications.

12) Implement anti-virus protection of local area network, server systems and workstations.

13) Prepare proposals on updating and purchasing of network equipment.

14) Control the network equipment installation by the specialist of other organizations (out-sourcing companies).

15) Inform the Director about violations of usage rules of local area network and the measures taken.

### 3. Rights

7. System administrator has the right to:

1) Establish and change the usage rules of local area network.

2) Familiarize with the documents, defining his/her rights and duties within this position, quality evaluation criteria of job responsibilities.

3) Provide proposals to the management on work improvement under this job description.

4) Request from the management the provision of organizational and technical conditions, necessary for the performance of job duties.

5) Has the right for qualification improvement.

### 4. Responsibility

8. System administrator is responsible for:

1.1. Malfunction of network performance due to improper execution of his/her duties.

1.2. Late registration of assigned IP addresses.

1.3. Late notification to the management about the abuse of local area network usage rules.

2. System administrator is prosecuted for:

1) Improper performance or failure to perform his/her duties under this job description – within the limits of the existing labor legislation of the Republic of Kazakhstan;

2) Property damage – within the defined limits of the labor and civil law of the Republic of Kazakhstan;

3) Irrational and inaccurate use of material and technical resources, assigned to him/her;

- 4) Failure to comply with the professional ethics and work discipline;
- 5) Disclosure of confidential business information.

Familiar with the job description: \_\_\_\_\_

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