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# Example of Data Center Administrator Job Description

Our company is looking to fill the role of data center 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 data center administrator

* Responsible for fulfillment, update, resolution and closure of tickets assigned in the j2 service request tracking system
* Capital and expense budget accounting and reporting for all IT and Engineering expenditures
* Manage and participate in 24x7 support and on-call rotation
* Evaluate new hardware/software and services
* Microsoft SCCM 2012 architecture, configuration & administration for patch management, software distribution, operating system deployment, network access protection and hardware and software inventory
* Microsoft PKI infrastructure and management
* Microsoft Server 2008 / 2012(R2) / 2016 installation, management and related security group functions, roles, and related functionality
* Enterprise Linux server environments and OS installation & management
* Coordinate and manage the work of third-parties to integrate cloud environment and SaaS/IaaS outsourced solutions
* Isolate, coordinate and resolve performance problems utilizing a variety of hardware and software diagnostic testing tools and techniques

## Qualifications for data center administrator

* May also require occasional driving and/or traveling overnight for business functions or site visits
* Must have a bachelor’s degree (or foreign equivalent) in Computer Science, Electrical Engineering, Information Technology or a related field
* Must also know (from any completed university-level coursework
* Minimum 3-5 years' experience with Linux server administration
* Expertise in administration of HPC cluster, OpenStack cloud, NFV, Big Data hardware and software
* Knowledge of computer diagnostics and installation, to include hardware/software troubleshooting and networking