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# Example of Data Center Administrator Job Description

Our innovative and growing company is looking for a data center administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for data center administrator

* Develops solutions that delight our customers and add value to their portfolio of services
* Responsible for managing requests for new hardware installations into data center
* Works closely with Security and Finance personnel on processes related to hardware installation
* Assesses power requirements, rack space requirements, cooling, and network port availability in location selection process
* Updates and manages documentation to ensure accurate accounting of equipment and related layout in data center
* Installs equipment and works closely with Networking Engineers to ensure connectivity
* Follows processes to ensure appropriate decommission and excessing of hardware including physical removal of systems, sanitization, component removal, returning settings to factory defaults and completing related paperwork for its removal
* Works w/ DCO Team to provide Data Center escort for other personnel requiring temporary access to the area
* Works directly with Networking Engineers to ensure sufficient switch and patch panel ports are available coordinating the ordering of related cabling and supplies as needed
* Executes on good housekeeping procedures throughout the data center

## Qualifications for data center administrator

* Demonstrated experience working with infrastructure related components such as running network cables, installing servers in equipment racks
* Familiarity with the operation and configuration of networking protocols, network interface card installation, switches , routers and similar components
* Knowledge of IP-KVM would be a plus
* 5+ years’ hands-on Windows system administration experience in a distributed environment
* 5+ years troubleshooting or customer service skills with hardware and software (HP, Compaq, NMS, Dialogic )
* Multi-tasking, self-motivated and project-oriented