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# Example of Device Administrator Job Description

Our company is searching for experienced candidates for the position of device 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 device administrator

* Review, recommend and monitor the source code/versioning function adhering to technical management guidelines
* Provide oversight and facilitation of the Dignity IT change management process as it applies to the System Administration team
* With oversight from the System Administrator IV and Management, initiate and facilitate strategic planning activities (capacity planning, process improvement, maintenance, upgrade and end-of-life planning, roadmap development)
* Build new test and production environments on existing or new hardware
* Design, implement and maintain a comprehensive monitoring and alerting process across all ETS platforms
* Facilitates review of contract terms and conditions, maintains sales contracts in collaboration with Sales and Health Systems leadership, Field Sales team members and other departments to ensure continuity as it relates to the Company’s contract process
* Responds to inquiries from the Sales organization and external customers as it relates to contract matters
* Coordinate with Customer Service, Field Sales, Accounts Receivable and/or Healthcare Solutions to research and resolve pricing related disputes and discrepancies related to direct and distributor sales
* Work with the Field Sales Team in the creation and execution of local contracts
* Review and present recommendations on pricing exception requests and solicit additional approval from Sales and Business Unit management as needed

## Qualifications for device administrator

* BA or BS in a relevant discipline, or equivalent experience and certifications
* Minimum of 7 years of professional experience in an IT technical or infrastructure field is required
* Advanced knowledge of Microsoft and/or UNIX operating systems
* Strong experience with enterprise change management processes
* Advanced knowledge of networking and security technologies such as TCP/IP,DNS, firewalls, load balancing/proxies, authentication, single-sign on
* Strong operational knowledge of storage networks and technologies