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# Example of JIRA Administrator Job Description

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

## Responsibilities for JIRA administrator

* Train staff on JIRA/Confluence and navigating our projects and spaces
* Upgrade JIRA within the required environments
* Provide technical assistance and training in using JIRA and other tools as identified
* Design, configure, manage, and support Atlassian tools, primarily JIRA
* Design and support custom JIRA workflows, fields, dashboards, and reports
* Training JIRA Project Team Support resources
* Create JIRA training and support documentation
* Perform JIRA demonstrations to client project teams
* Assist in gathering requirements for business processes, and determine ways to optimize/improve JIRA/plug-ins setup and workflows, identify where functionality can/cannot meet user requests
* Quality check and test user requested data uploads into JIRA

## Qualifications for JIRA administrator

* Compile and analyze development and operational bug reports
* Install and upgrade Atlassian products
* Application Deployment - Java, Standalone Custom Apps, COTS Products
* Atlassian Plugin Development
* High degree of familiarity with databases and SQL competence
* Demonstrated experiences in Unix and Linux environment