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# Example of JIRA Administrator Job Description

Our company is looking to fill the role of JIRA administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for JIRA administrator

* Ability to take the lead role to upgrade JIRA, Confluence, Sharepoint and K2
* Evaluate and recommend new plug-ins to enhance JIRA functionality for end-users
* Regression test all functionality when upgrading JIRA and plug-ins
* Monitor JIRA servers for memory usage
* Monitor JIRA performance
* Monitor JIRA logs
* Restart JIRA application, when requested
* Troubleshoot and fix errors common to JIRA Applications and Application servers
* Administer JIRA instances on a day to day basis
* Gather requirements for business processes, and determine ways to optimize/improve JIRA setup and workflows, identify where functionality can/cannot meet user requests

## Qualifications for JIRA administrator

* Very good knowledge of SDLC and experience working with Agile teams
* Linux administration experience preferred
* Confluence administration experience a plus
* 6 weeks at NIFA, helping the client install and configure the latest versions of Atlassian's JIRA and Confluence products
* Hosted version of the tools
* 5+ years of experience with JIRA administration