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# Example of Lead Administrator Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of lead 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 lead administrator

* Support Hardware/Software upgrades and maintenance on Microsoft Windows Servers
* Project management and milestone tracking/communication
* Acting as a liaison between technical infrastructure teams and application teams
* SME for Red Hat Enterprise Linux versions 5.x, 6.x, 7.x
* Handling the building of servers and installation of post-OS required software
* Monitoring server performance and availability
* Patching servers and executing server checklists
* Managing and troubleshooting NetBackup server backups
* Providing first-level and second level server troubleshooting and response
* Installing and moving servers and storage equipment

## Qualifications for lead administrator

* Experience with Project Management tools and presentations
* Actively participate in project to define requirements on Airwatch implementation
* Assist with operations adoption of the Airwarch tool
* Help develop training documentation and lead training sessions
* Assist in setup and implementation of Airwatch into production
* Identify supportability and security issues