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# Example of Server Admin Job Description

Our growing company is searching for experienced candidates for the position of server admin. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for server admin

* Build PCs for new starters and for replacement machines
* Conduct Red Hat/Solaris specific patching, principally focusing on items that are over 21 days and 30 days past release
* Build, harden, implement, monitor and tune LINUX/UNIX application and web servers
* Administer Windows server systems to include initial build, implementation, performance tuning and patching
* Work with vendors and conduct intensive testing and documentation with the Senior IA Specialist and Business Analyst/Technical Writer
* Install/configure/maintain custom client SCADA and Gas Control-related applications on a custom build of Windows 7
* 24x7x365 support, priority response for high priority applications such as SCADA and related systems
* Strong presentation skills to senior level staff, Direct and above
* Design, engineer, build and maintain Citrix Infrastructure including Citrix XenDesktop, Citrix XenApp, Citrix StoreFront, Citrix NetScaler
* Design, Manage and Support Windows servers and workstations typically running on VMWare

## Qualifications for server admin

* Strong skills in UNIX system Administration (Linux, ESX preferred)
* Experience using DB tools and technologies to analyse, filter and update information
* Competency developing and testing SQL
* Experience using BMC ADDM or BDNA Discover and particularly ADDM TPL / TQL language
* Knowledge and experience of Windows System Administration and particularly the use of WMI
* AppleScript and Bash Shell languages