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# Example of Server Admin Job Description

Our company is growing rapidly and is looking to fill the role 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

* Collaborate with analysts, application developers, and system owners in the testing of Citrix programs, applications, and interoperability
* Develop, document, and maintain policies, procedures, and associated training plans for both Citrix system administration and end-user access
* Recommend hardware or software changes needed to optimize Citrix deployments, configuration, or maintenance
* Support feasibility studies for Citrix products under consideration for purchase
* Convey application enhancement request to programmers and facilitate scheduled updates to production environments
* Develop and maintain company datastore
* As a Windows Server Administrator & Systems Analyst, you will install new / rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, in accordance with standards and project/operational requirements
* Work with venders on hardware, software and networking requirements to support projects and systems for ARS and install vender created software application packages or tools
* Plan and coordinate activities such as installation and upgrading of hardware and vendor applications
* Develop business reporting and provide consultative support for application reporting/report writing tools

## Qualifications for server admin

* MAC interoperability with AD, LDAP and Kerberos
* Best security practices, implementations, and troubleshooting including 2 factor authentication, virus Identification/removal, and disk encryption
* Knowledge of client and server environments, printing, firewall, and routing technologies
* McAfee endpoint protection
* Project management skills and fundamentals (Preferred)
* Proficient with an application performance monitoring tool