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# Example of Server Administrator Job Description

Our company is growing rapidly and is hiring for a server 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 server administrator

* System backups and restores with EMC Networker and DataDomain
* Quarterly DR testing of system redundancies
* Interact with users to resolve any operational issues
* Participate in the strategic planning of the corporate infrastructure
* Rotating onto 24x7 afterhours on-call support (approximately 1 week out of every 8 weeks)
* Coach and mentor more junior systems and support staff
* Manages resources across the environment
* Cross trains in order to serves as a backup resource to infrastructure team members
* Resolve complex issues and conflicts (including architectural direction vs
* Working one weekend a month to perform server patching

## Qualifications for server administrator

* Analyze and evaluate troubleshooting steps when addressing trouble tickets
* Maintain current knowledge of technological advances in the field by reading, and applying information presented in trade journals, newspaper, Vendor support websites and magazines
* Prioritize requests, organize, schedule and coordinate a variety of activities and projects
* Personal transportation for job-related travel, is a must
* Familiarity with packet analysis, Windows log analysis and forensics
* Microsoft Windows operating systems (Server 2008/2012, x64)