Downloaded from <https://www.velvetjobs.com/job-descriptions/server-administrator>

# Example of Server Administrator Job Description

Our growing company is looking for a server administrator. 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 administrator

* Provide support as needed for operational continuity of IAM solutions, Windows server environment, Azure and exchange
* Perform standard administration tasks on the European SharePoint Instance hosted at the EPM Data Centre
* Installation, administration, operation, and maintenance of area and unit advanced computing systems
* Multiple complex servers critical for the business operations for an area or unit
* May interface with key IT leadership
* Installing and configuring database software for production, test, and development environments
* Preparing disaster recovery (DR) documentation and participating in DR activities to ensure database recovery at the DR site is within set Recovery Point Objectives (RPO) and Recovery Time Objectives (RTO)
* Maintains system documentation, tunes system performance, installs system-wide software, and allocates mass storage space
* Evaluates vendor products
* Works under moderate direction

## Qualifications for server administrator

* Implemented Redhat Enterprise Virtualization 3.5 setup, with approximately 200 VM’s running on it
* Implemented Redhat Satellite Server for patching linux servers
* A subject matter expert on SQL Server with a minimum 5 years experience maintaining SQL Server
* Configuring and installing new instances/environments of SQL Server in Clustered and Non-clustered configs
* Years of experience as a Systems Administrator in a Windows environment
* Minimum 5-7 years experience with Microsoft System Center Configuration Manager and WSUS in a multi-site, enterprise environment