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# Example of ServiceNow Administrator Job Description

Our growing company is hiring for a servicenow administrator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for servicenow administrator

* Plan, test, and implement version upgrades
* Implement technological solutions to ensure support of future business strategy across the enterprise
* Is responsible for the continuous review of new ServiceNow modules, other commercially available software to ensure the ServiceNow platform and tools remain current
* Executing advanced scripting of business rules, UI Policies, Client Scripts, ACLs, Workflow Activities
* Building and maintaining integrations using Web Services, JDBC, middleware
* Working knowledge of Networking infrastructure including basic ports, protocols and OSI layers
* Developing and collaborating as part of an Agile team
* Design, develop, test, document, and deploy high quality business solutions with the ServiceNow platform based on industry best practices business needs
* Bring or obtain knowledge of the ServiceNow database / data model, detailed knowledge of
* Provide consulting to peer groups, management in the identification and resolution of the applicable technology domains, its subsystems and underlying infrastructure, operating system(s)

## Qualifications for servicenow administrator

* 1+ years of ServiceNow development, configuration and administration experience
* Thorough understanding and knowledge of ITIL and EKMS concepts, tools, and technology
* Bachelor’s Degree in related field and /or 5+ years of experience in IT Operations
* Strong knowledge of Web 2.0 Technologies (Java Scripting, XML, HTML, AJAX, CSS, HTTP, ), PowerShell, SaaS applications, network operations (networks, protocols and email [SMTP, POP3])
* Strong knowledge of ITIL methodologies, ITSM concepts, enterprise IT architecture, relational databases
* Solid understanding of the application development lifecycle process, including requirement analysis, quality assurance, design, scheduling, implementation, issue tracking, version control and deployment