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# Example of ServiceNow Administrator Job Description

Our company is looking to fill the role of servicenow 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 servicenow administrator

* Learn about the existing process design and implementation of Service Catalog, Incident, Problem Change and Release Management workflows
* Work closely with IT management and staff to identify solutions for specific technical capabilities that will service the IT department at an enterprise level
* Evaluating vendor supplied software packages and makes recommendations to IT management
* Determine and implement the most efficient and cost effective solution for specific technologies
* Provide technical consulting in identifying and implementing new uses of information technologies that assist the functional business units in meeting their strategic objectives
* Provide guidance to Project Managers and other leads on the breakdown of tasks to be performed and help identify the best suitable resources
* Responsible to create and maintain a technology roadmap and execution plan for defined enterprise capabilities
* Oversee infrastructure design and implementation projects and direct the work of project teams
* Provide technical leadership, coaching and mentoring to team members
* Act as a technology leader and provide the direction and guidance to the team members in carrying out their tasks

## Qualifications for servicenow administrator

* Minimum 4+ years of JavaScript experience including usage of jQuery, Bootstrap and AngularJS frameworks
* Strong knowledge of Web 2.0 Technologies (Java Scripting, XML, HTML, AJAX, Jelly, CSS, PERL scripting, ), PowerShell
* Experience documenting code and system processes and procedures in a clear manner
* Talent for creating team satisfaction
* High client service ethic and a proven record in delivering exemplary client satisfaction to team
* Strong technical aptitude and understanding, including ability to quickly learn new applications