



# Example of Citrix Administrator Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is looking to fill the role of citrix 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 citrix administrator

- Conduct business in a professional, competent and ethical manner
- Evaluates new system software, reviews system software updates and identifies those that merit action
- Ensures that system software is tailored to facilitate the achievement of service objectives
- Investigates and coordinates the resolution of potential and actual service problems
- Ensures that operational documentation for system software is fit for purpose and current
- Manages the storage and backup systems to provide agreed service levels
- Uses network management tools to determine network load and performance statistics
- Provides reports and proposals for improvement, to specialists, users and managers
- Drafts and maintains procedures and documentation for applications support
- Input to the creation of strategy and approach for enterprise IT infrastructure projects

## Qualifications for citrix administrator

- Xenapp servers running on Windows Server 2008
- Experience with HP Blade servers

- Citrix License server and MS Terminal server administration
- Must hold an active Department of Defense Security Clearance (interim Secret minimum)