Our growing company is looking to fill the role of server admin. 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 admin

- Provide day-to-day infrastructure maintenance for NCWDG AIS systems
- Provide system engineering services to troubleshoot/correct network, system and software failures as reported by network users of the Command network
- Provide training and support for AIS personnel on network configuration, troubleshooting, operational procedures and use of software packages on the Command network
- Draft and maintain up-to-date system drawings to accurately reflect the configuration of the Cournand's classified computer networks
- Provide communications network support to on-going Program Management Office (PMO) sponsored research and development programs involving information systems mission requirements as tasked by NCWDO N6 management
- Provide general system engineering support to the Command as required and tasked by NCWDO N6 department management
- Understand user needs and expectations for AIS functions
- Create an IS disaster recovery plan
- Provide software and hardware architectural analysis
- Provide testing & evaluation support for network systems

Qualifications for server admin

- Experience of installing and configuring commercial software products

- Custom OS X Package creation and distribution
- Asset Management and Inventory
- Client Updating, Imaging, and Maintenance
- Support and administration with Adobe Creative Suit products