



# Example of Server Administration Job Description

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Our company is searching for experienced candidates for the position of server administration. 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 administration

- Leads an operations team responsible for the administration of Windows, RHEL, and Solaris servers and EMC VNX and NetApp storage and Avamar backup technologies
- Designs, installs, configures, maintains and performs system integration testing of server operating systems, related utilities and hardware
- Provides new hardware specifications, installs and secures new servers, and maintains the server infrastructure and all forms of systems that support the Data Center environment including cabling, power, space planning, cooling management and all other dimensions in a large, complex environment
- Leads cross-functional teams to troubleshoot and resolve complex problems that may be across multiple systems and subsystems requiring in depth knowledge of the highly sophisticated Data Center environment and IT infrastructure
- Documents and reviews standard operating procedures to optimize service delivery in alignment with ITIL best practices
- Reviews and presents change requests at enterprise review change board
- Provides occasional off-hours remote support for planned maintenance work, unplanned support issues, or to meet customer SLAs
- Works with application owners, the engineering team to execute data center operations core mission
- Performs upgrades to operating systems and layered software packages (ie Websphere admin, Automatic configuration using Jython scripting)

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- Experience working within virtual environments (VMware, Openstack, Docker)
  - Bachelor's degree and 7+ years of professional DBA experience (or equivalent combination)
  - Good knowledge on Exchange DAG, Fail over concepts, Mail Flow Architecture
  - Strong knowledge on ITIL Processes specially on Incident, Service Management and Change Management
  - Provide quick and quality resolution for Server alerts generated by monitoring tool
  - Troubleshooting skills on Exchange server 2013