



# Example of Server Administrator Job Description

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Our company is looking for a server 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 server administrator

- Configure, maintain, and administer data backups disaster recovery plans and testing
- Size and recommend server hardware SAN or other storage as appropriate to fit current and future business needs
- Manage and perform detailed functional development and testing of database server administration maintenance scripts to include backups, index defragmentation, database consistency checks, and log checks
- Install, monitor, and maintain database server software in cooperation with application developers and various technical operations staff, in accordance with database standards and best practices
- Write and maintain appropriate documentation of policies and procedures for database administration functions
- Support application programmers and testers in the testing of database applications
- Create cleanup processes as requested by the development staff
- Investigate and resolve technical matters of significance within databases by analyzing and researching possible causes and making appropriate corrections to ensure stake holder satisfaction
- Create and maintain ERDs, Database diagrams, and data dictionaries
- Help with the planning and implementation of refreshed hardware, respecting the Hardware Lifecycle process and the hardware deployment and imaging procedures

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- Knowledge of supporting Linux platforms in a virtual & physical environment utilizing
  - Should have proven experience in GPFS, EXT3, EXT4, XFS, NTFS
  - Experience with VMware vSphere5.5, replication and vCOps
  - Familiarity with Solaris10 and/or Solaris10-x86
  - Ability to work independently and should be able to effectively collaborate and engage with worldwide teams
  - Experience in any number of the following operational monitoring and maintenance toolsets SCOM, ESM, FILECENSUS, NETBACKUP, PUREDISK, TIVOLI, NETAPP (DFM), DFS, FTP/FTPS, ACOPIA, ROBOCOPY, MS Administration toolsets