



Example of Technical Administrator Job Description

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Our company is searching for experienced candidates for the position of technical administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for technical administrator

- Ensure that all data in the Technical Department is archived at the correct time and provide a maintenance system for retrieval, also to ensure each Technical Manager conforms with the department's data storage and system requirements
- To constantly review Technical Department practices and procedures, to innovate and design improved systems and ensure smooth implementation to ensure maximum efficiency is maintained
- To perform general secretarial duties for both the Technical Department and Head of Technical
- Assist in the management of the Technical Team's diaries and arrange meetings
- Provide team support across a wide range of tasks and department requirements
- Undertake any other reasonable duties as designated by the line manager
- Update Board Reports
- Quality - To follow best working practices
- Perform tasks related to the provisioning, maintenance and archiving of user and course information, and other scheduled activities relating the end user experience
- Gather and collate data from the test failures, with the shift Test Production Leader and lineside teams

Qualifications for technical administrator

- 3+ years of Public Safety Applications experience involving CAD/RMS/Mobile, and other emergency 911 center equipment greatly preferred
- Looking for Developer / Business Analyst for uBuild, java build process (Ant, Gradle, and Maven) and necessary integrations (GitHub, Rally, Docker, Slack, Jenkins, JIRA, Nexus, SonarQube)
- Manage lifecycle of development tools
- Create installation scripts and/or work with AIC packaging team to create SMS package for open source tools/components/plugins, provide instructions on how to download and install from TM tool
- Systems management, continuous integration/deployment (Jenkins), Java, bug tracking (JIRA), source code management, understanding of software packaging and distribution Strong analytical and problem solving skills