



# Example of Windows Server Administrator Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of windows 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 windows server administrator

- Provide local touch labor for troubleshooting and repair of mission and baseline related tasks
- Develop design standards and guidelines, automation to insure adherence
- The person will be responsible for provisioning, installation/configuration, operation, and maintenance of large scale systems hardware and software and related infrastructure
- The person will ensure that system hardware, operating systems, software systems, and related procedures adhere to organizational requirements and security policies
- The person will
- Plan preventive maintenance activities, DR/BCP activities
- Ensure RCA for all critical incidents
- Check and resolve security reported events
- Supports the SRP corporate Disaster Recovery (DR) plan
- Assess applicable patches on all versions of Windows

## Qualifications for windows server administrator

- Experience writing Unix/Linux shell scripts and interpreted languages
- Experience designing, procuring, and deploying an SNMP based Network

- ADFS, SAML, SSO
- Root CA and Certificate management
- Strong Disaster Recovery skills