

YOUR LOGO
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Company Name

Job Title:	Server Administrator	Start Date:	
Location:		Job Code:	
Wage:		Position Type:	[i.e.: full-time, part-time, job share, contract, intern]
Contact:		Date posted:	
Will Train Applicant(s):		Posting Expires:	
How to Apply:			
By Fax or E-mail: (123) 555-0123 or email@company.com Subject Line: [Your subject line]		By Mail: [Contact] [Address]	
Job Description and Qualifications			
About Our Company (insert detailed information about company here)			
<p>Works under the direction of the Information Technology Manager; this position requires excellent customer service and organizational skills to support administrative personnel, department supervisors, staff, and library patrons. Promote a positive work environment by maintaining respectful interactions with library members. This position requires the ability to function successfully in both team and independent work environments.</p> <p>Several years experience with Windows 2000/2003 Server platforms with an emphasis on Active Directory. Strong background in Exchange 2000/2003 messaging system. Solid knowledge of LAN/WAN configurations to include experience with Cisco routers & switches, Internet firewalls, and wireless technology. Basic Windows scripting skills. Experience setting up and managing database systems such as SQL Server. Background supporting telephone systems such as Merlin Legend. Advanced hardware & software troubleshooting skills. Maintains quality customer service skills, a strong work ethic, and is a team player with the ability to work well independently. Must possess above average organization skills, excellent communication skills, and can demonstrate problem solving skills. Considered an out of the box thinker and displays a willingness to learn.</p>			
General Requirements			
<ul style="list-style-type: none">• Monitors and maintains the use of the photocopiers and printers.• Develops, maintains, and monitors procedures for all server backups.• Monitors, plans, and coordinates the distribution of client/server software and service packs.• Makes recommendations for new equipment and services to purchase and works with various vendors for procurement.• Assist in the organization and inventory of all hardware and software resources.• Maintains excellent communication with the IT Manager on all tasks and projects.• Creates and maintains good technical documentation.• Performs other duties as assigned.			
Technical Requirements			
<ul style="list-style-type: none">• Strong knowledge and administrative experience on Windows Platforms• Assists in the planning, design, documentation, and implementation of various systems to include desktop PC's, servers, network equipment, and software applications.• Perform on-site and remote technical support.			

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- Provides emergency on-call support on a rotating schedule.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	