	<h1 style="text-align: center;">Database Administrator</h1> <h2 style="text-align: center;">Job Description</h2>		Document Number: JD-SS-07.05
	Department: Information Technology	Effective Date: May 22, 2017	Revision No 0

I Reason for Existence

The Database Administrator is responsible for designing methods to store, analyze, utilize, and organize data. Sets up computer databases after identifying user needs. Migrate data from old systems to new system.


II Duties and Responsibilities

1. Identify database requirements by interviewing customers; analyzing department applications, programming, and operations; evaluating existing systems and designing proposed systems.
2. Recommend solutions by defining database physical structure and functional capabilities, database security, data back-up, and recovery specifications.
3. Install revised or new systems by proposing specifications and flowcharts; recommending optimum access techniques; coordinating installation requirements.
4. Maintain database performance by calculating optimum values for database parameters; implementing new releases; completing maintenance requirements; evaluating computer operating systems and hardware products.
5. Prepare users by conducting training; providing information; resolving problems.
6. Provide information by answering questions and requests.
7. Support database functions by designing and coding utilities.

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8. Maintain quality service by establishing and enforcing organization standards.
9. Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
10. Contribute to team effort by accomplishing related results as needed.
11. Perform any other function as assigned by his/her immediate leader.

III Minimum Qualifications

1. A degree in Computer Science, Information Technology, Management Information Systems, or similar field.
2. Able to effectively communicate technical data to non-technical colleagues.
3. Extensive knowledge of information technology, and solid understanding of SAP software installation, configuration and maintenance.
4. Have an excellent knowledge of PHP, SQL, XHTML, CSS and JavaScript.
5. Ability to multi task & prioritize under ever changing & challenging workloads.
6. Ability to quickly understand complex problems and device effective solutions.
7. Experience of Oracle, UNIX, and SAP Business Warehouse.

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