

Department: INFORMATION TECHNOLOGY

Position Title: DATABASE ADMINISTRATOR

Effective Date: August 01, 2015

Revision No.: 0

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.

DUTIES AND RESPONSIBILITIES

1. Identifies database requirements by interviewing customers; analyzing department applications, programming, and operations; evaluating existing systems and designing proposed systems.
2. Recommends solutions by defining database physical structure and functional capabilities, database security, data back-up, and recovery specifications.
3. Installs revised or new systems by proposing specifications and flowcharts; recommending optimum access techniques; coordinating installation requirements.
4. Maintains database performance by calculating optimum values for database parameters; implementing new releases; completing maintenance requirements; evaluating computer operating systems and hardware products.
5. Prepares users by conducting training; providing information; resolving problems.
6. Provides information by answering questions and requests.
7. Supports database functions by designing and coding utilities.
8. Maintains quality service by establishing and enforcing organization standards.
9. Maintains 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. Contributes to team effort by accomplishing related results as needed.

Prepared by:

Lizzie O. Magat
HR Manager

Reviewed by:

Noted by:

Chabio T. Sison
SVP-Shared Services
CFO/CRO

Approved by:

Efren E. Uy
President & CEO

QUALIFICATIONS:

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

Prepared by: Lizzie O. Magat HR Manager	Reviewed by:	Noted by: Chabio T. Sison SVP-Shared Services CFO/CRO	Approved by: Efren E. Uy President & CEO
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