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# Example of Administrator, Database Job Description

Our innovative and growing company is looking to fill the role of administrator, database. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for administrator, database

* Proactive monitoring and preventative action systems to avoid outages
* Performs capacity planning, workload modeling and prediction
* Implementation of change control requests during the change control window
* Maintains policies, standards, and procedures related to the database environment
* Translate a logical model into the physical database design
* Monitor data quality and assist programs with code and stored procedures
* Develop database monitoring and reporting solutions to track performance and provide resource forecasts
* Plan and implement system updates and migrations
* Help chart out long-term software development plans for database clients
* Work with TDs and engineers in production and technology to solve technical challenges and debug high-priority issues involving database-backed applications and services

## Qualifications for administrator, database

* Will be required to work outside of normal business hours and/or extended as necessary
* This position supports business units functioning on a 24\*7 calendar
* At least three years of experience as a SQL Server Production support DBA is required
* Knowledge of installing and configuring SQL Server databases (version SQL Server 2008 and above)
* Experience managing multiple SQL Server production databases in a 24\*7 service environment
* Experience performing database backups complete and incomplete database recovery