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# Example of Administrator, Database Job Description

Our innovative and growing company is hiring for an administrator, database. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for administrator, database

* Act as a gatekeeper to databases, preserving their integrity and performance, reviewing schema change designs with engineers, and making recommendations for changes in a fast-paced environment
* Coordinate data sharing and migration work with other groups
* Provide database development support and troubleshooting
* Assist in architecting new systems and analyzing capacity and performance requirements
* Ensure backups of all production and mission-critical data are securely captured
* Work with dev ops to coordinate backup restoration process, database upgrades, etc
* Predict and resolve database storage, performance, application and job issues
* Monitor backup jobs on all databases and perform routine disaster recovery scenarios
* Establish and maintain database policies and standards
* Generate database schema definitions and modifications as required

## Qualifications for administrator, database

* 2 plus years of Database Administration experience
* Proficiency in database design and administration
* Five or more years of experience with database management systems
* Eight or more years of experience in specific database management systems
* Working knowledge of functional and technical design, programming, query tools and testing components of application development
* Thorough knowledge of database management systems including experience with design, analysis, deployments, debugging, performance, transactional analysis, characteristics and recovery activities