Downloaded from <https://www.velvetjobs.com/job-descriptions/administrator-database>

# Example of Administrator, Database Job Description

Our growing company is looking to fill the role of administrator, database. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for administrator, database

* First-level resolution of database alerts
* Ensures synchronisation between production replica databases
* Runs or re-run failed regular jobs and kill failed tasks
* Implements regular monthly patches
* Troubleshoot database-related application performance issues and perform routine and proactive maintenance activities
* Support the software development and systems administration teams by providing insights into how to access and efficiently query multiple databases
* Input and update donor data and process donations in database of record
* Contact donors to gather information needed to update their records and process their donations
* Create and run file queries to support our ability to acknowledge gifts on a timely basis
* Conduct data imports and exports to ensure integration across multiple platforms

## Qualifications for administrator, database

* Solid knowledge of Transact-SQL and SQL Server Profiler
* Experience in SQL Server Clustering and HA technologies including mirroring, log shipping, failover cluster and various replication technologies would be an advantage
* 2 – 10 years experience in Database (Oracle, MS Sql, DB2, Sybase, mySQL) Administration
* 3+ years of DBA experience with RDBMS systems such as PostgreSQL and Oracle
* Familiarity with Amazon Web Services (EC2, RDS)
* Minimum of 3 to 5 years of experience with managing MSQ SQL/Sybase Databases