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# Example of Applications Administrator Job Description

Our innovative and growing company is hiring for an applications administrator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for applications administrator

* Regular and predictable attendance is an essential function of this position as is availability off hours
* Maximum service up-time and availability will be ensured through robust service and resource management across the entire web farm
* Provide continuous input and oversight to the delivery teams
* Clone and refresh release 12 instances
* Setup and configure parallel concurrent processing
* Patch Oracle EBS and database (one-off patches, patchsets, CPUs/SPUs, PSUs, and RPUs)
* Use utilities such as adop, adadmin, adpatch, adctrl, adrelink and admerge
* Perform release 12 system administration tasks such as creating applications users, registering forms, menus, functions, responsibilities and concurrent programs, creating custom applications and installing printers
* Maintain Oracle Workflow and manage and troubleshoot business flows, setup, and configuration of workflow mailer
* Implement and maintain AutoConfig

## Qualifications for applications administrator

* Scripting language literacy
* Experience in working with content delivery networks (CDNs), Akamai or Limelight preferred
* Minimum 8-10 years' experience as an Oracle DBA (logical/physical)
* Minimum 5 years' experience with Oracle v11
* Experience performing general technical trouble shooting and give consultation to development teams
* Minor Updates - Third Party Software Installation of Minor Updates including bug fixes for Third Party software Weblogic or Apache upgrade/patches