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# Example of Cognos Administrator Job Description

Our company is growing rapidly and is hiring for a cognos administrator. 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 cognos administrator

* Must have performed at least 2-3 Migration/Upgrades to Cognos/TM1 V10.2 from older versions
* Expertise in understanding , troubleshoot and configure Cognos 10.2.2 in a Distributed Deployment Architecture
* Understanding and Hands on Experience in basic Cognos Administration Tasks like Repository Migration, Dispatcher and Web Gateway configuration and troubleshoot
* Experience in performance tuning of Cognos TM1 Cube Loading processes
* Understanding Cognos/TM1 PVU Based Software Licensing Model and recommend infrastructure configurations for optimum system performance
* Ability to gather and analyze end user requirements, build specifications
* Need to be very independent and be able to challenge delivery artifacts and solutions
* Need to understand overall system architecture quickly and be able to work on inflight items and immediate deliverables
* Ability to provide ongoing system maintenance including patching and troubleshooting (recently upgraded to v10.2.2)
* Experience with design and implementation of TM1 applications, to include cube design, OLAP, dimension modeling, BI report writing and design

## Qualifications for cognos administrator

* Administrative oversight of all existing TM1 applications
* Plans, designs, implements, and maintains client's TM1 Financial Reporting and Budgeting applications including cube, dimensions, and TI architecture
* Maintain and create documentation related to TM1 reporting
* IBM Certified Cognos / TM1 Administrator
* Ability to query Oracle and/or SQL Server databases
* Experience working in the consulting industry or environment