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# Example of Cognos Administrator Job Description

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

## Responsibilities for cognos administrator

* Report and analyze designated key performance indicators which may including financial, satisfaction and operational metrics to identify trends and draw conclusions
* Proactively analyze and identify problem areas and plan/implement steps for process improvement to impact quality and production based on results of analytics work
* Utilize various data mining techniques and methodologies to produce the analytical solutions required to assist business users
* Participate in consulting with clients on server solution deployments and system integration
* Participate in the Pre-Sales, Level of Effort / Scoping and Implementation processes for those services specific to campaign and/or business intelligence delivery
* Apply industry knowledge and subject matter expertise of client's business needs to marketing campaign specifications of complex nature and roadmaps for solution enhancements
* Advise clients on solution modifications
* Drive practical innovation in solution delivery while keeping all affected parties informed
* Scope includes multiple clients or client with multiple Lines of Business
* IBM Cognos Experience - architecture and administration

## Qualifications for cognos administrator

* Deep knowledge of information management and data governance best practices
* 3+ years experience with Cognos 10x installation and server patching
* 3+ years experience performing systems administration for complex BI reporting environments including Cognos version 10.1+ (Framework Manager, Transformer, Query Studio, Report Studio, and Analysis Studio)
* 3+ years of troubleshooting and resolving Cognos related install and upgrade issues
* 5 + years experience performing systems administration for complex BI reporting environments including Cognos version 10.x+ (Framework Manager, Transformer, Query Studio, Report Studio, and Analysis Studio)
* Knowledge of WebSphere, any document management system