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# Example of Cognos Administrator Job Description

Our company 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

* Collaborate with business units, data owners and IT to successfully support the customer solution
* Ensuring the configuration, maintenance, and troubleshooting of the Cognos Business Intelligence solutions and the integration into a custom Data Warehouse infrastructure consisting Linux/Unix application servers and Oracle Exadata appliances, in an accurate and timely manner
* Interface with the business and customer teams pertaining to all technical Cognos Business Intelligence application matters
* Continually review and suggest improvements to the application configuration and support processes and policies
* Document Cognos Business Intelligence application design and provide knowledge transfer for support and administration tasks
* Performance Management & Monitoring - Implement and manage processes and applications to proactively monitor the health and welfare of the Cognos Business Intelligence application environments to address concerns and issues before they happen
* Cognos Business Intelligence Application Availability Management - Develop and manage processes designed to meet or exceed services levels for infrastructure availability
* Maintenance & Configuration Management - Ensure effective processes are in place to continuously refresh/upgrade the Cognos Business Intelligence application and maintain proper patch levels, and proactively apply security patches
* Assist in the definition of correct system architecture
* Define and execute platform patching and upgrade strategy to maintain compliance with the clients Security Standards

## Qualifications for cognos administrator

* Plan and schedule Cognos administration projects
* Must have experience in developing and publishing packages using Framework Manager
* Must have experience with publishing Cognos objects across various environments
* PL/SQL and relational database experience a plus
* Experience in managing AWS cloud services like EC2/S3/RDS etc is a huge plus
* Bachelor’s Degree in Computer Science, Math or other related area