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

# Example of Database Administrator Job Description

Our growing company is looking to fill the role of database 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 database administrator

* Support of Application databases (MSSQL, DB2, Oracle)
* Refresh data from one environment to another at the request of the application development staff
* Follow and maintain in-house documentation for repeatable processes, including database feature installation, disaster recovery, and common problem resolution
* Utilizing our business process, plans, evaluates and manages the execution of assigned projects
* Administers, maintains, develops and implements policies, procedures and best practices
* Has expert knowledge of commonly used concepts, practices and procedures within job scope
* Identify and review opportunities and implement recommendations for improvement to mitigate risk and optimize technology
* Prepare formal project plans maintaining an awareness and an updated status of projects that fall within span of responsibility
* Provide leadership and mentoring opportunities to staff
* Provide regional Engineering support for mission critical databases that drive our critical applications

## Qualifications for database administrator

* SQL Sentry
* Working in a structured IT environment
* PC proficiency, using Microsoft office applications such as excel, word, PowerPoint, Visio
* Create ad-hoc queries based on business needs using SQL
* Create and manage logins and related permissions
* Provide day-to-day operational support of development and test database environments, including database refreshes and execution of SQL Scripts