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# Example of Lead Administrator Job Description

Our company is looking to fill the role of lead 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 lead administrator

* Perform other duties and undertake special projects as requested by the Manager Systems Support
* Plan, control and manage technical aspects of database implementations and interact with the vendor on problems that may arise during the course of the implementation
* Project Management - Defines project scope, objectives, and client requirements
* Provide clients of Information Services with the necessary procedures and documentation needed to operate systems
* Provide functional guidance, advice, and/or training to experienced database administrator
* Provide on-call (non-business hours) at established times in accordance with the policies and procedures of the Information Services Division
* Provide operator or client with information on new or modified systems
* Provide written estimates and time frame for feasibility studies
* Recognized and sought by highest level application developers and infrastructure specialists as a GOTO resource in advanced database issues
* Transform business requirements into physical data models for the most complex business situations

## Qualifications for lead administrator

* Ensure HA/DR of critical databases
* Leverage experience in SQL Profiler and Extended Events
* Work with other teams to ensure proper functioning/utilization of SQL clusters and backend SAN
* Manage database backups, recovery procedures and testing, and data replication processes
* Provide general production support, including trouble shooting, performance tuning and monitoring
* Document and automate processes