



Example of Applications Administrator Job Description

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Our growing company is searching for experienced candidates for the position of applications 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 applications administrator

- Routinely enter and modify data, such as menu items, discounts, taxes, employee information
- Manage, maintain and monitor all web servers for production, QA and development environments
- Must be able to participate in on-call rotation, occasional weekend support
- Provide post production support of the Oracle Federal Financial system including functional, technical, and database administrator activities
- Proactively monitor performance of the system, diagnose performance problems, provide technical recommendations to performance and system stability improvements, execute them
- Optimize database, statements and provide other technical measures to improve system performance
- Assist in data migration, translation and archiving activities
- Provide database expertise as it relates to offering best practices solutions as a Shared Service Provider (SSP) of the Federal-wide Financial Management Line of Business
- Oracle Federal Financial (OFF) Release 12 (R12) implementation/integration vendor community as to the marketplace availability of experienced and proven R12 and Contract Lifecycle Management (CLM) OFF
- Close with EBS AD tools and provide backups and recoveries

- Performance management and troubleshooting
- File Transfer methodologies
- Positive attitude and a strong interest in Windows Administration
- Extensive direct experience in the design, configuration, deployment, and management of Oracle WebLogic, IIS and or Apache web application products in architectures that utilize single instance Microsoft SQL Server, Oracle databases Oracle Real Application Clusters (RAC)
- You have been administering corporate administration on Windows and Linux server
- You understand the in-and-outs of various web servers (IIS, Apache)