

Database Administrator (DBA) Job Description template

Data Administrator Job Description Template/Brief

We are looking for a technically knowledgeable database administrator who can handle multiple vital positions. In this capacity, you will be the first responder to database problems and do routine maintenance and troubleshooting.

To be a successful database administrator, you need to be an exceptional problem solver and communicator proficient in most data manipulation languages. Finally, a top-tier database administrator should have in-depth knowledge of the databases under their supervision and strong technical and administrative abilities.

Data Administrator Job Profile

A database administrator (DBA) is a specialised computer systems administrator who directs or performs all related tasks to keep data secure and maintain a thriving database environment. A DBA's primary job is to preserve data integrity. This implies that the DBA will guarantee that data is safe from unwanted access while still accessible to users.

In addition to a degree in computer science, practical field experience, and extra, related IT certifications, a database administrator will frequently have working knowledge and expertise with a wide range of database administration solutions such as Oracle-based software, SAP, and SQL.

Reports To

- Data & Strategy Team
- CEO

Data Administrator Responsibilities

- Database setup, upgrades, and patching
- Set up and configure network components
- Ensuring database accessibility, consistency, and integrity
- Troubleshooting obstacles in performance
- Provide reporting on a variety of variables such as availability, use, and performance
- Activities including performance testing and benchmarking
- Collaborate with development personnel to create architectures, coding standards, and quality assurance practises
- Develop models for new databases or make adjustments to current ones
- Address and fix database access and performance issues
- Keep track of database system specifics
- Create and deploy redundant disaster recovery systems, policies, and procedures
- Keep track of, optimise, and allot physical data storage for database systems
- Plan and execute data migrations
- Create, implement, and maintain change management and testing procedures
- Carry out transaction and security audits on databases
- Define database access control levels for end-users
- Put database encryption and data encryption in place
- Plan for and oversee adherence to established best practices, rules, and legislation
- Contribute as a team member to the achievement of the team's objectives

Data Administrator Requirements & Skills

- Have a background in IT, computer science, or engineering
- Business knowledge and comprehension of IT business requirements
- Superior problem-solving and analytical abilities
- Excellent communication, collaboration, and negotiating abilities
- Excellent organising abilities
- Adaptability and flexibility
- Excellent interpersonal and customer service skills
- Knowledge of structured query language (SQL) and associated database technologies is required (whether proprietary or open-source)