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SQL Server DBA Job Description template

SQL Server DBA Job Description Template/Brief

We are looking for a skilled SQL Server DBA. As a database administrator (DBA), you will be responsible for a database's performance, integrity, and security. You'll be engaged in the database's design and development and debugging any difficulties that arise on behalf of the users.

You'll make sure that:

- data is consistent across the database
- data is clearly defined
- users access data concurrently in a way that meets their needs
- data security and recovery management are provided (ensuring all data is retrievable in an emergency)

SQL Server DBA Job Profile

As a full-time employee, a database administrator (DBA) is typically defined as an IT professional who manages Microsoft SQL Server, Oracle databases, MySQL, IBM DB2 and Postgres databases, including installing relational database software, provisioning users' access to the databases, securing data, tuning database performance, disaster recovery, and so on.

Database Administrators may work as a member of the IT Operations Team, the Application Support Team, or part of the Software Development Team, depending on their company. DBAs, regardless of team, generally interface with all other IT teams and, on occasion, with the business.

Reports To

- Sr. SQL Server DBA

SQL Server DBA Responsibilities

- Create new Microsoft SQL Server instances and configure them, including AlwaysOn availability groups and failover clustering
- Facilitate brainstorming meetings with clients to review, analyse, and assess business systems and needs
- In charge of database backup and recovery methods, database access security and integrity, physical data storage design, and data storage administration
- Assists in the selection of a database management system and the maintenance of database performance
- Participate in continuous process improvement
- Download and install SQL Server service packs and updates.
- Configure and maintain SQL Security controls
- Make recommendations for system architecture per Microsoft SQL Server best practises
- Manage database backup and recovery, as well as disaster recovery planning, in coordination with the IT manager and System Engineer
- Create, change, and improve SQL Server Agent tasks and maintenance plans
- Proactively monitor SQL Server maintenance tasks, troubleshoot failed processes, and address issues as soon as possible
- Troubleshoot application sluggishness and poor performance
- In charge of T-SQL query tuning
- In charge of database migrations and server updates
- Create documentation and training for routine database administration activities, as well as train server operations employees on them
- In charge of big data ETL into SQL Server, as well as authoring and modifying SQL Server Reporting Services reports
- Integrate SQL Server with corporate applications
- T-SQL (Transact-SQL) Programming Perform any extra responsibilities that are allocated to you

SQL Server DBA Requirements & Skills

- A bachelor's degree in computer science or a related discipline
- Extensive knowledge of SQL and SQL server tools
- Experience in Database Performance, Development and Maintenance
- In-depth understanding of database security, backup and recovery, and performance monitoring requirements
- Familiarity with relational and dimensional data modelling
- Extensive knowledge in database design, implementation, and conversion
- Knowledge of PowerShell and Unix shell scripting
- Experience with SSAS, SSIS, and SSRS
- A solid mathematics and statistical skills
- Outstanding writing and verbal communication abilities
- Meticulous attention to detail
- MCSE/MCSA certificates preferred
- Working knowledge of Linux and Windows Server infrastructures
- Extensive knowledge of database technologies (MySQL, MS SQL, PostgreSQL Oracle, MongoDB)