

# Database Administrator

Information Technology  
Series

## Company Overview:

<Please insert a short paragraph talking about your company and what makes it unique. Include details that capture the core values, culture, and mission of your company, so job seekers clearly understand the environment in which they will be working.>

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## Job Summary and Responsibilities:

Database administrators oversee, test, and implement computer databases, applying knowledge of database management systems. Database administrators may plan, coordinate, and implement security measures or system updates to safeguard computer databases. Applicants should be able to understand complex systems and monitor their performance to keep databases operating in line with business needs. Applicants should be effective at identifying and solving complex problems related to data storage, analysis, and transfer.

<Add any additional responsibilities or changes relevant to this role at your company.>

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## Required Competencies:

### OCCUPATIONAL COMPETENCIES

- **General Database:** Proficiency with moderately complex SQL (e.g., joining, grouping), the efficient querying and updating of large tables, ability to review and enhance others' SQL, and the use of multiple database management software applications
- **Database Administration:** Ability to manage both new and existing databases, using at least one Database Management System (e.g., Oracle, SQL Server, Mongo) to store and organize data; ability to create, delete, and alter tables and indices; familiarity with database design and data modeling techniques
- **Data Storage:** Ability to develop, integrate, implement, and maintain data storage solutions in support of Business Intelligence solutions; familiar with data modeling and data warehousing concepts



## FOUNDATIONAL COMPETENCIES

- **Critical Thinking:** Identify alternative ways to solve a problem when it arises and then picking the best option given key criteria (e.g., cost, risk, and time); identify ways to preclude problems before they occur and efficiently troubleshoot when problems do arise
- **Monitoring:** Monitor and assess performance of an IT system and its components (e.g., up or not, processing speed, resource reserves including storage); precluding problems by spotting warning signs and reacting before problems arise
- **Systems Analysis:** Determine how a system should work and how changes in conditions, operations, and the environment will affect outcomes; having a full system view and understanding the key links and dependencies

*Find additional competencies for this role using Skillful's occupation deep dive at [www.skillful.com/employers](http://www.skillful.com/employers).*

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## Preferred Competencies:

### OCCUPATIONAL COMPETENCIES

- **Systems Design & Implementation:** Ability to assist business analysts and SMEs in the gathering of requirements and design, implement, and support moderately complex technology solutions to existing business problems
- **Business Intelligence:** Familiarity compiling large amounts of data from business operations and basic, early ability to reach meaningful insights on the best relevant business decision given requests from internal decision makers.
- **General Data Techniques:** Ability to collect, analyze, manipulate, and manage data; moderate proficiency in converting data between a variety of formats; familiarity with ETL (extract, transform and load)

### FOUNDATIONAL COMPETENCIES

- **Complex Problem Solving:** Able to offer novel solutions to resolve complicated problems and to build consensus; consider different perspectives of critical stakeholders; bridge technical, functional and business groups with diverse needs and perspectives
- **Systems Evaluation:** Identify measures or indicators of database performance and the actions needed to improve (e.g., wait time on a server, wait time on a query) or correct performance (e.g., system settings); evaluate systems proactively; creating and applying measures to monitor system performance with warning triggers
- **Operations Analysis:** Analyze requirements to create a database design, including database architecture, data types, and storage



## Example Activities:

- Design and implement database systems
  - Develop data standards, policies, and procedures
  - Specify users and user access levels for each segment of database
  - Monitor and maintain databases to ensure optimal performance
  - Perform backup and recovery of databases to ensure data integrity
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## Required Certifications:

<Note: Insert Required Certifications *but only if truly required.*>

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## Job Details:

- Location
- Department
- Job ID
- Classification
- Insert additional details of this position if applicable