

**POSITION DESCRIPTION  
FOR  
DATABASE ADMINISTRATOR**

**ESSENTIAL FUNCTIONS:**

1. Work with SQL developers on DB design, DB migration tools, and development of stored procedures.
2. Configure, and troubleshoot database instances, replication, backup, partitions, storage, and access. Monitor and optimize system performance using index tuning, disk optimization, and other methods. Set user privileges within the database environment.
3. Evaluate and implement “best practices” as part of a development team.
4. Automate database processes.
5. Work closely with development teams and other IT groups (i.e. infrastructure) to provide guidance and knowledge transfer.
6. Analyze the data stored in the database and to make recommendations relating to performance and efficiency of that data storage.
7. Proactively monitor systems for optimum performance and capacity constraints

**QUALIFICATION FOR POSITION:**

1. 5-7 years experience with MS SQL. MSDBA certification highly desirable.
2. Experience in both T-SQL development and Production Support for transactional database systems, as well as advanced SQL Scripting experience.
3. Knowledge of supporting web-based systems, Data Warehousing, SQL Server Analysis Services (SSAS), OLAP, log shipping, and clustering.
4. Thorough understanding of implementation of schemas and the ability to interpret and write complex SQL queries.
5. Bachelor’s degree in Computer Science, Information Systems or related field desired. Equivalent professional experience is acceptable.
6. US Citizenship required.
7. Must have a current Secret level security clearance or the ability to obtain one.

**I have read this position description and understand my duties.**

---

**Signature/Date**