

Database Administrator Job Description

Duties and Responsibilities:

- Carry out scheduled maintenance of a database to ensure efficient performance
- Perform database integration to merge existing database into new ones
- Carry out database backups and recovery to prevent loss of useful data
- Conduct assessments to identify areas that requires modifications or updates
- Design and test beta version of a database to determine how well they meet the needs of end users
- Develop and implement procedures for data storage, organization, and management
- Use database software such as SQL in writing and preserving data for an organization
- Liaise with company management to develop database effective in storing and retrieving necessary information
- Evaluate the needs of users and implement solutions to meet their data management needs
- Implement security measures to maintain database integrity and protect important data from cyber attack
- Organize and conduct training to provide users with information on database operations
- Coordinate the installation and configuration of new or revised systems
- Collaborate with IT managers, software developers and programmers to design database system
- Ensure compliance with company standards and procedures for database administration
- Attend workshop and educational programs to update job knowledge and skill.

Database Administrator Requirements – Skills, Knowledge, and Abilities

- **Education and Training:** To become a database administrator, you require a Bachelor's degree in information science, management information system, or in other computer-related discipline. Having a Master's degree in database management increases job competitiveness. Database administrators are also required to have good knowledge of SQL or other database system
- **Analytical Skill:** Database administrators are able to perform diagnostic tests to identify and provide solutions to database issues
- **Communication Skill:** They are adept at interacting and working with a team of programmers and IT experts to design and maintain company database
- **Critical thinking Skill:** They are able to convert data into logical patterns that can be analyzed.