



**Job Title:** Oracle Database Administrator

**Exemption Status/Test:** Exempt

**Reports to:** Oracle Technology Manager

**Date Revised:** July 1, 2017

**Dept. /School:** Oracle Technology Group

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**Primary Purpose:**

Administer and maintain all Oracle and other business technology databases within the organization portfolio and ensure data integrity among all business applications. Adhere to security best practices and serve as system engineer among the business topology.

**Qualifications:**

**Education/Certification:**

Bachelor's degree in Computer Science or similar engineering major  
Oracle certification(s) preferred

**Experience:**

Five + (5) years of experience with Oracle database administration and related tasks

**Special Knowledge/Skills:**

Experience with Oracle Applications (E-Business Suite 12) and 11g or 12c database

Previous experience as an Oracle or Systems Analyst preferred

Professional training/certification using Oracle tools and technologies

Experience with Linux Administration, including shell scripting, security fundamentals and environment maintenance

Must have sound knowledge of replication, performance tuning/optimization, patching, upgrades and admin utilities

Experience with configuration, load-balancing, backup/recovery, sizing and space management, and diagnostics

Experience with Enterprise Manager (OEM)

Strong sense of software quality assurance

Effective organizational, communication, and interpersonal skills

Excellent analytical and problem solving abilities

Ability to work in a team environment

**Major Responsibilities and Duties:**

1. Installation, configuration and upgrading of Oracle server software and related products
2. Evaluate Oracle features and Oracle related products
3. Establish and maintain sound backup and recovery policies and procedures
4. Administer the database design and implementation.
5. Implement and maintain database security.
6. Perform database tuning and performance monitoring.
7. Setup and maintain documentation and standards.
8. Plan growth and changes (capacity planning).
9. Work as part of a team and provide 24x7 support when required.

10. Perform general technical troubleshooting and give consultation to development teams.
11. Patch management and version control.
12. Additional duties required as directed by the Oracle Technology Manager.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Personal computer/mobile device

**Posture:** Prolonged sitting for long periods of time

**Motion:** Occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 25 pounds)

**Environment:** Office environment

**Mental Demands:** Analyzing: examining and evaluating data

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.