



Job Title: Oracle System Administrator

Exemption Status/Test: Exempt

Reports to: Oracle Technology Manager

Date Revised: July 1, 2017

Dept. /School: Oracle Technology Group

Primary Purpose:

To define and manage security policies and procedures for Oracle ERP and business applications. Defines roles and responsibility strategies and maintains security files and data relative to those roles. Perform the user maintenance of the business application, ensuring it meets authorized user needs and addresses all requirements for those users including statutory and other external requirements.

Qualifications:

Education/Certification:

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

Experience:

Three + (3) years with Oracle ERP as an applications system administrator

Special Knowledge/Skills:

Significant Oracle E-Business Suite support experience
Understanding of Oracle Applications Object Library (AOL) and module portfolio within the applications
Knowledge of Microsoft products, especially Office365
Liaising, submitting, tracking, and managing Oracle service requests
Provide end-user support for business applications and assist in technical troubleshooting
Working knowledge of Oracle security management
Goal oriented mind set with a strong attention to detail
Effective organizational, communication, and interpersonal skills
Excellent analytical and problem solving abilities
Ability to work in a team environment

Major Responsibilities and Duties:

1. Secures access to the Oracle applications via user accounts, menus, passwords, and environmental variables.
2. Defines and assigns alternate menus, responsibilities, report groups and report sets.
3. Registers custom programs within the application.
4. Defines and set profile options at the system, application, and responsibility levels.
5. Becomes a point of contact with Oracle support to define issues and provide solutions.
6. Defines, configures, and administers Oracle ERP concurrent managers.
7. Assigns, configures, and defines district printers and printer styles within Oracle.
8. Assists with periodic processing including archiving and purging.
9. Evaluates system online response time and communicates accordingly.
10. 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

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.