GROUP —PROJECT MANAGEMENT

PM-6 Database Administrator

Sample Job Description

Job Title: Database Administrator

Reports to: Project Manager

Prepared by:

Prepared Date:

Approved by:

Approval Date:

Summary

The Project Database may need to be modified to include the provisions required for AWP. All inputs into this database are reviewed by this individual to ensure they comply with the protocols established for the project.

This normally is not an additional organizational position. However, the Project Database Administrator position may require some additional responsibilities to ensure that the database information complies with the AWP protocols established

Essential Duties (Roles and Responsibilities)

* Establish proper data governance procedures to enable inputs from multiple sources/systems to be integrated for AWP implementation.
* Ensure all inputs to the database comply with the AWP strategy and protocols.
* Ensure distributions comply with the distribution lists that are originally established and periodically updated throughout the project life cycle.
* Ensure contracts include the necessary information so that stakeholders understand the formats and schedules of inputs required in the performance of their scopes to meet the project requirements.