Title: Apex Administrator	Department: Information Technology
Reports to: Director of Infrastructure Services	
FLSA: Exempt	Grade: 23

Position Summary

The Apex Administrator is responsible for the Apex Database environment, including the necessary planning, design, installation, and management.

Responsibilities and Expectations

- Consistently work towards meeting and exceeding internal and external customer expectations
- Proactive monitoring of the general health of the environment
- Developing commercial grade web applications using Oracle APEX and JavaScript.
- Design and implement cleanly designed, user friendly and professional looking user interfaces and Apex Applications.
- Support of development initiatives
- Work closely with multiple development and infrastructure IT teams as part of Agile software development projects, with responsibility for designing and developing Safeguard internal and client focused web applications using a combination of APEX and JavaScript libraries.

Competencies

- Adheres to Safeguard's core values
  - o Customer Service = Resolution
  - o Team Work
  - o Integrity
  - o Adaptability
- Problem Solving;
- Technical Skills
- Adaptability
- Initiative
- Decision Making
- Job Knowledge

Qualifications and Requirements

- Bachelor's degree in related field of study or 3+ years of equivalent work experience required
- The role requires a detail-oriented and highly motivated self-starter with the capability to work both independently as well as in a collaborative manner.
- Two years Oracle APEX experience preferred.