

**Job Title:** SharePoint Administrator-1.0 FTE- Department of Technology Services

**Closing Date/Time:** Continuous

**Salary:** \$83,179.20 - \$114,836.80 Annually

**Job Type:** Full-Time

**Location:** John Stanford Center for Educational Excellence, Washington

**Required Attachments:** Cover letter and Resume

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This position’s responsibility, under general supervision, manages all aspects of the SharePoint environment, including design, architecture, availability, reliability, performance, monitoring and security of the portal. This position plays an integral part in the development of strategies for optimal use of SharePoint and other collaborative tools within the organization. Administrator must be able to work with very little supervision in a highly charged and fast paced environment.

**Essential Functions:**

1. Oversees the SharePoint Portal Server infrastructure, user access and application deployment – taking the lead role in implementing SharePoint across the organization. Supports the installation, configuration, security, operation, and maintenance of all web portal servers, equipment, and software related to SharePoint infrastructure. (25% of the time)
2. Participates in planning and execution of tasks related to the evaluation of new SharePoint based initiatives (Upgraded Versions, Third-Party Solutions, integration with additional Enterprise Systems). (15% of the time)
3. Develops, configures and maintains document libraries, enterprise lists and site collections. Performs typical system administrative activities such as site creation, user training, backup, restore and issue resolution. (15% of the time)
4. Technical support of InfoPath forms, including communicating the location of form libraries, their purpose and workflows. (10% of the time)

5. Coordinates with divisions in standardizing and optimizing the way data/information is stored and retrieved. (10% of the time)
6. Works with IT Project Managers and Business Analysts to design and develop solutions to address business needs and opportunities. Proposes changes that would make the SharePoint environment a more effective solution. Examines requirements documents and create technical design documents, unit test, system test and implementation plans for small to complex projects. Tests or coordinates testing. (10% of the time)
7. Maintains and administers Microsoft SharePoint Portal Server, including daily monitoring, troubleshooting and performance analysis; as well as performs as the SharePoint Subject Matter Expert (SME). Provides technical guidance to the team in the technologies related to the development and support of an Enterprise SharePoint environment (understanding relationship with active directory, SQL, IIS, etc). (5% of the time)
8. Uses judgment and creativity to design coding approach to meet requirements/specifications as provided by business analysts and software development managers. (5% of the time)
9. Maintains current industry knowledge of development concepts, best practices and procedures for SharePoint (MOSS 2007 or later) solutions which includes social networking and activity streams. (5% of the time)

**OTHER FUNCTIONS:**

Performs related duties consistent with the scope and intent of this position, mentors and leads other SharePoint users, and continues to upgrade skill set.

**Minimum Qualifications:**

**Education:**

Bachelor's Degree in mathematics or computer science or related field or completion of equivalent training.

Allowable Substitutions:

Equivalent work experience may substitute for the education requirement on a year- to- year basis. A Master's degree may substitute for two (2) years of experience.

**Certifications & licenses:**

Minimum qualifications:

MCSO for SharePoint and or MCTS in SharePoint Developer 2010 preferred.

Preferred:

Certification in database technology appropriate to position.

**Clearances:**

Criminal Justice Fingerprint or background check.

**Required District-Wide Core Competencies:**

Collaboration:

Is seen as a team player who encourages efficient and effective collaborations, works skillfully in difficult situations with both internal and external groups, represents his/her own interests while being open-minded to other groups, and builds respectful and productive relationships internally and externally.

Getting Results (Action Oriented):

Demonstrates a strong sense of urgency about solving problems and getting work done, focuses on achieving the goal even in the face of obstacles, assumes responsibility for starting and finishing work with minimal supervision, and strives for new levels of performance.

Decision Quality & Problem Solving:

Weighs the consequences of options before making a decision, applies appropriate criteria to situations for the purpose of making decisions, displays self-confidence in own judgment, and focuses in the facts and solutions instead of opinions and problems.

Integrity:

Deals with people and situations in an honest and forthright manner, represents information and data accurately and completely. Represents the confidentiality of information and the concerns shared by others and takes ownership if a mistake is their own and does not blame others.

Accountability:

Takes responsibility and action risks (financial or otherwise), holds individuals and team accountable for their actions and results, initiates action even if outcome is uncertain and is willing to accept the consequences of failure. Aligns own activities and priorities to meet broader organizational needs and demonstrates courage and confidence in his own or her own ability.

**Other Relevant Competencies:**

Customer Focus:

Makes customers and their needs a primary focus of his/her actions. Thinks ahead and considers the impact of actions both internally and externally. Develops trust, credibility and maintains strong relationships with customers. Goes the extra mile to satisfy customers needs and expectations.

Managing Through Processes & Systems:

Sets clear, well-defined outcomes for desired results and tracks progress and breaks down objectives into actionable steps with targeted deadlines. Leverages and uses resources efficiently and creatively to achieve desired outcomes.

Technical Learning:

Picks up and integrates technical skills quickly, recognizes trends and effectively prepares for changes, and seeks out opportunities to advance one's learning in relevant technical disciplines.

Functional/Technical skills:

Understands the technical aspects of the job and keeps up-to-date on key technical or functional aspects of the job, applies appropriate technical/functional knowledge to address situations in a timely manner, and thinks of ways to apply new developments to improve organizational performance. Shares expertise and skills with others when appropriate.

Intellectual Acumen:

Demonstrates and is described as someone who is intellectually sharp, agile and capable, and handles concepts and complexity comfortably. Demonstrates the ability to comfortably shift thinking on a dime.

**Knowledge, Skills & Abilities:**

Knowledge:

Strong understanding of MS Sharepoint Architecture (MOSS 2007 or later) CRM Development and Support experience preferred Data base administration concepts and tools. Familiarity with Microsoft Visual Studios.Net Microsoft SQL Web server, InfoPath, Visual SourceSafe, and SharePoint Developer, operating understanding of numerous internet design/graphic layout devices (Fireworks, Dreamweaver, Photoshop).

Skills:

Strong troubleshooting skills and able to help troubleshoot complex system issues, strong leadership skills and is flexible and creative. Excellent written and verbal skills. Skills in office productivity tools such as MS Word, Visio and Excel. Conversant with Domain Name Systems (DNS) and Active Directory and is able to translate technical jargon into layman's terms for explanatory purposes.

Abilities:

Defines and follows best practices. Performs well under pressure while maintaining professional composure and behavior. Ability to manage Intranet and Web site content, along with document management and control. Functions independently and as part of a team. Communicates complex technical topics effectively with diverse audiences within a multicultural environment. Is able to think and work quickly to remedy system shutdowns or serious software problems.

**Conditions/Disclaimers**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position and are not to be construed as an exhaustive list of all responsibilities, duties and skills. Employees may be required to perform duties outside of their normal responsibilities from time to time as needed. District employees are not authorized to make promises of employment for a particular period of time, or promises of a particular level of compensation or benefits to job applicants for certified or classified positions, and

that any such agreement must be in writing and signed by the Superintendent. Any verbal or written statements to that effect by District employees other than the Superintendent are null and void. Additionally, nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**Supplemental Information:**