San Jose · Evergreen Community College District
Classified Job Description

Position: SharePoint Developer/Administrator **Department:** Information Technology Services & Support (ITSS)

Location: District Office **Date:** 3/11/15

POSITION PURPOSE

Reporting to an assigned administrator in ITSS, the SharePoint Developer/Administrator manages the internal and external SharePoint environments, including design, development, programming, deployment, database integration, third-party integration, mobile integration, accessibility, maintenance, training and support. Under supervision, the SharePoint Developer/Administrator works with District and College administrative departments and staff to analyze and document requirements for efficient SharePoint-based solutions for organizational units and the enterprise. Solutions may involve using out-of-the box SharePoint resource, developing layouts, deploying web parts, creating custom content types, new templates, managing users and groups, programing and developing solutions that extend SharePoint and Office platforms through various customization techniques and integration with third-party products including the ERP.

DISTINGUISHING CHARACTERISTICS

This position plays an integral part in the development of strategies and solutions for the optimal use of SharePoint and other collaborative tools within the organization. The SharePoint Developer/Administrator must be able to work with minimal supervision in a dynamic fast-paced environment requiring team interaction, requirements gathering, and project planning, management, communication, collaboration and evaluation.

KEY DUTIES AND RESPONSIBILITIES:

1. Design and develop internal and external portals in SharePoint Server to include public sites, internal team sites, document management, automated workflow, collaboration, messaging, and content management for websites and mobile applications.

2. Develop custom programs using ASP.NET for the efficient use of SharePoint and for integration with the ERP and third-party applications.

3. Plan, design and implement SharePoint security including, but not limited to, authentication, security roles, user groups, audiences, and item level security.

4. Provide analysis services to end-users in planning, developing and deploying departmental and enterprise level SharePoint solutions.

5. Develop custom web parts and integrating enterprise content with SharePoint to include developing data repositories, content indexing and workflow.

6. Prepare for and perform technical installations, upgrades, configurations, and support the overall SharePoint environments; manage customizations for implementation.

7. Configure and administer services, InfoPath services, web frontend servers, indexing servers and database servers, social networking features, User Profile Services, site metadata, Enterprise Managed metadata, Excel services, Enterprise Wikis, Blogs, etc.

8. Provide SharePoint system administration including, but not limited to, analysis, capacity

planning, integration and quality assurance.

9. Promote online solutions and facilitate those solutions District-wide; identify practices and processes that can be improved through the use of SharePoint.

10. Perform project management tasks for SharePoint development and implementation projects including, but not limited to, research, planning, documenting, leading, tracking and evaluating.

11. Participate in multiple projects as key technical resource that may include implementation, issue resolution, and development.

12. Provide end-user support and training through a variety of means to include the person, training documentation, training videos, training resource compilation, etc.

13. Evaluate current and emerging SharePoint technologies and practices; recommend solutions and best practices.

14. Perform other duties as assigned.

Knowledge of:

1. SharePoint Server implementation for public websites and internal team sites.

2. Document management, automated workflow, collaboration, messaging, and content management.

3. SharePoint security design and implementation.

4. ASP.Net framework for developing web and mobile applications.

5. Web parts development and enterprise content integration.

6. Current and emerging SharePoint technologies and best practices.

7. Principles of program design, coding, testing and implementation.

8. Principles of operations of computer technology and telecommunications.

9. Principles of training, support, and services to end-users.

10. Interpersonal relationship techniques.

11. Modern office administrative practices and use of tools including computers, websites and other applications related to this job.

Skills and Ability to:

1. Provide and maintain software applications to meet the needs of the District.

2. Research and compile information.

3. Prioritize and manage assigned projects by work schedules and task timelines.

4. Assimilate and organize information in a logical, consistent manner.

5. Establish and maintain effective and cooperative working relationships with others.

6. Communicate in a clear, concise manner to a variety of audiences.

7. Effectively advise customers on the data collecting and information dissemination capabilities of SharePoint website.

8. Work with attention to detail and independently with minimum supervision

Experience and Education:

1. Bachelor's degree in Computer Science or related field.

2. At least three years of experience developing with APIs, ASP.Net and development tools made available in SharePoint 2013 (work experience in 2010 is acceptable).

3. Significant experience with administering SharePoint technologies (Windows SharePoint Services, SharePoint Server, InfoPath, Forms Services, Excel Services, Search, Business Data Catalog and Web Services)

4. Experience with configuring Microsoft Office SharePoint Server.

5. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the individuals we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Desired Qualifications:

1. Microsoft SharePoint certification such as MOSS, WSS, MCSE, or MCSD.

2. Demonstrated knowledge of IIS, XML, PowerShell, SQL Server, LDAP, JAVA, and HTML.

WORKINGS CONDITIONS

Physical Demands:

1. Must sit for long periods of time, use hands and fingers to operate an electronic keyboard, reach with hands and arms, and speak clearly and distinctly to ask questions and provide information, hear and understand voices over telephone and in person.

2. The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Board Approved: 3/10/15
Created: 2/23/15
Salary Range: 150
EEO Category: 2B2 – Other Professionals