JOB DESCRIPTION

TITLE
SharePoint Administrator

JOB SUMMARY
This position is a SharePoint application administrator/developer position. Knowledge of Microsoft SharePoint administration and development, technologies and business acumen is needed. Preferred skills include SharePoint 2007/2013 administration, Microsoft IIS/Windows server platform knowledge, ASP.NET, Javascript, JQuery, CSS and XSLT. Responsibilities include SharePoint application administration, setting up and configuring services, maintaining web front end servers and some aspects of database servers, assisting end-users with issues, and providing lead support on SharePoint projects, including the analysis, design, development and deployment of SharePoint solutions. Work is performed under the supervision of the Manager, Applications Development and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Manager, Applications Development
Supervises: No supervisory responsibility

ESSENTIAL DUTIES - May include, but not limited to the following:

- Building and managing SharePoint farms.
- Day-to-day farm administration duties.
- Setting up, configuring, developing, and supporting SharePoint environments.
- Setting up and configuring SharePoint Services including content type hub, search, excel, alerts, audiences, workspaces, libraries, lists, sites, groups, templates, surveys, and web parts.
- Managing SharePoint end user accounts, permissions and access rights in accordance with best practices regarding privacy and security
- Maintaining web front-end servers and some aspects of database servers.
- Deploying and administering SharePoint portals.
• Creating and maintaining sites and site collections.
• Providing lead support in all SharePoint projects, including the analysis, design, development and deployment of SharePoint solutions (enterprise content management, client-facing portals, custom business process workflows, business intelligence dashboards).
• Analyzing and reporting on SharePoint site usage, activity and growth, disk space usage (built-in SharePoint reports for each collection).
• Monitoring Event Viewer, Performance Monitor, and SharePoint logs for issues and designing, developing, and implementing solutions.
• Working closely with SQL Server DBA and others in the Office of Technology Infrastructure team to build farms, monitor performance, backups and restores, review/apply SharePoint, Windows, and Anti-virus updates, troubleshoot network and authentication issues, Exchange and DNS issues, Active Directory issues, SharePoint farm performance, and farm hardware health.
• Installs, maintains, and monitors the operations of major systems and upgrade of software platforms
• Writes, modifies, debugs and implements and maintains software in a variety of platforms and in accordance with established standards
• Executes all phases of software development and implementation including requirements definition, analysis and design, coding, testing, documentation, implementation, training, and maintaining.
• Designs and develops application components
• Supports systems and procedures for reporting of information resources and institutional data.
• Works directly with administrative and academic departments on design, applications and implementation of new or redesigned systems
• Assists in development, testing and support of the institutional risk management program for business continuity, security and disaster recovery.
• Assists in planning and implementation of Office of Technology initiatives
• Assists in the development and implementation of major project timelines
• Assists with acquisitions management, technology budgeting and resource allocation
• Assists with training and mentoring junior administrators or application developers
• Consults and assists other Office of Technology teams on projects and integration issues
• May be required to work a flexible schedule, including nights, weekends and holidays.

ADDITIONAL DUTIES

• May serve as a liaison between the university and regulatory and governmental agencies, vendors and other organizations
• Performs other duties as requested.
**EDUCATION**

Bachelor’s degree required. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis. ITIL Foundation and/or Microsoft SharePoint certifications preferred.

**EXPERIENCE**

Six years job related work in computing and/or communications, education environment.

**REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

**KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

**Knowledge:**
- Working experience with Microsoft SharePoint 2007 or 2013 administration
- Working experience with SharePoint farm architecture and installation process
- Familiar with the functionality of “Central Administration” web application and the STSADM.EXE commands as well as shared services functions
- Working knowledge with high-availability design (failover systems and data replication)
- Working knowledge with IIS and .NET application architecture
- Experience with recommending approach, design, and hands-on development of SharePoint web parts, forms, workflows, etc.
- Technical knowledge including database querying in multiple programming languages, reporting, integration and developer tools, and software architecture
- Working knowledge of software development lifecycle activities
- Working knowledge of business principles and business and industry-specific terminology
- Working knowledge of office practices and methods
- Business case analysis
- Quality Assurance concepts and procedures

**Skills:**
- Strong skills in Microsoft SharePoint 2007/2013 implementation and administration
- Strong working knowledge of patch management and change control practices
- Some experience with high-availability design (failover systems and data replication)
- Some experience with .NET development
- Some experience with Active Directory (SQL, T-SQL, LDAP queries)
- Some experience with Microsoft SQL Server and Windows Server
• Some experience with Powershell scripting
• Some experience with Microsoft Visual Studio, ASP.NET, Javascript, JQuery, CSS, XSLT and/or C#
• Nintex Forms & Workflow, Infopath, and SharePoint Workflow experience a plus
• Software and/or Database Architecture
• Software life cycle activities
• Techniques for requirements gathering
• Technical skills
• Test system utilization
• Problem solving skills
• Communication and interpersonal skills
• Documentation systems and knowledge database

Abilities:
• Ability to rebuild farm quickly
• Ability to gather, interpret and document business requirements
• Ability to identify technical problems, make recommendations, develop solutions, and complete technical projects
• Ability to operate on independent judgement based on an understanding of organizational policies and procedures
• Ability to establish effective work relationships with students, faculty, staff, and the public
• Ability to communicate effectively - orally, by phone, in person, and in writing.
• Ability to learn quickly
• Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. May be required to work a flexible schedule, including nights, weekends and holidays.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.
SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: ___________________________ Date: ______________

Employee Printed Name: ___________________________

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.