

**JULY 2018**

**FLSA: NON-EXEMPT**

**SALARY: GRADE S**

**CBA DESIGNATION: CLASSIFIED BARGAINING UNIT**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**SHAREPOINT SOLUTIONS ARCHITECT**

**BASIC FUNCTION:** Under the supervision of the area administrator, implements, supports, administers, troubleshoots, improves various SharePoint environments and provides subject matter expertise throughout the District. This includes functionality, performance, access and data integrity. This position plays an integral part in the development of strategies for optimal use of SharePoint within the organization.

**PROVIDES WORK OR LEAD DIRECTION TO:** Routinely manages and provides both technical and functional assistance on a variety of projects throughout the District which utilize SharePoint as a major component.

**REPRESENTATIVE DUTIES:**

1. Installs, sustains, and troubleshoots SharePoint server, Windows SharePoint services, and Office 365 related services.
2. Monitors, plans and configures SharePoint components and services.
3. Serves as the SharePoint specialist for the organization.
4. Makes recommendations for software improvement on SharePoint environment.
5. Uses various scripting skills to administer and manage SharePoint environments.
6. Oversees the SharePoint application/environment user access and application deployment.
7. Participates in planning and execution of tasks related to SharePoint based initiatives (migrations, third-party solutions, integration with additional Enterprise Systems).
8. Maintains current industry knowledge of development concepts, best practices and procedures for SharePoint solutions.
9. Participates in District-provided in-service training programs.
10. Maintains a friendly, supportive atmosphere for students, staff, faculty and the public.
11. Performs other duties related to the position as assigned.

**EDUCATION:** Bachelor's degree from an accredited institution in a related field or an equivalent combination of education and relevant work experience required.

**EXPERIENCE:** At least three years of experience with SharePoint administration, customization, design and development.

**LICENSES/CERTIFICATIONS:** SharePoint or other Microsoft certification is a plus.

**KNOWLEDGE OF:**

- SharePoint content management/document management.
- Use of solutions and features within the SharePoint framework.
- Setting up and managing SharePoint sites from an administrator standpoint.
- On-premises SharePoint farm implementation and deployment.
- Deploying SharePoint throughout the enterprise.
- SharePoint On-Premises, Online, and Office365 solution architecture.
- Windows server operating systems.
- Software and system monitoring tools.
- Development tools such as Microsoft Visual Studio, .NET Framework, MS SQL Server, InfoPath, Workflow, PowerShell and SharePoint Designer
- SharePoint 2013 App Model, C#, ASP.NET, HTML, CSS, JS, IIS, and Windows Workflow Foundation.
- Business process analysis.

**ABILITY TO:**

- Work closely with others supporting both existing applications and implementing new systems with SharePoint as the underlying architecture.
- Use written communication skills to provide accurate technical documentation and test results.
- Work effectively and cooperatively with other team members to achieve goals and develop/maintain working relationships.
- Use effective communication and listening skills in order to work with others and problem solve.
- Quickly gather information from and disseminate information to appropriate parties.
- Communicate complex procedures and information to a variety of audiences.
- Assist in trouble-shooting, including quickly identifying problems and acting appropriately.
- Develop practical and thorough solutions to address all aspects of identified problems; seek assistance with problems as appropriate.
- Independently apply technical judgment to standard applications and systems.
- Schedule and prioritize in order to meet deadlines.
- Work independently under general supervision.
- Demonstrate self-motivation and ownership of assigned work.

**PHYSICAL DEMANDS:** Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

**ENVIRONMENTAL ELEMENTS:** Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

**OTHER:** Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.