

SharePoint Administrator

Responsible for designing, organizing, modifying, and supporting the Authority's SharePoint environment. Performs maintenance and administration of systems related to SharePoint and related Windows Servers including support of hardware and software and user interaction. Requires knowledge of SharePoint and SQL Server system administration and management and the ability to work with minimal supervision.

Other responsibilities include developing a strong understanding of business requirements; working with business user's/business analysts to define technical and process requirements. Analyze business requirements, assess alternative solutions, design, develop and implement application system solutions using SharePoint. Conducting system integration and end user testing. Provide training to users with varying skill levels: end user, power user and Admin level.

Education & Experience Requirements:

Undergraduate Degree or equivalent experience. A minimum of 5 years of IT experience with 3+ years of experience with SharePoint Administration.

Proven experience developing, configuring, and administering SharePoint environments is required.

Excellent benefits package, including 401 (k); immediate vesting.

To apply, submit resume to: <https://home2.eease.adp.com/recruit/?id=19224872>

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