**Scope of the position:**

The SharePoint Administrator serves as the primary individual to develop, plan, install, configure, monitor, and maintain Microsoft Office SharePoint Server (MOSS) infrastructure.  This position requires expert knowledge of MOSS Architecture and functionality and a strong working knowledge of related technologies such as: Windows Server administration, Windows Architecture, SQL Server 200x, Internet Information Server, Active Directory, SSL, Kerberos, and Microsoft Office desktop application integration with SharePoint.   Experience in workflow and InfoPath integration with other technologies is also a necessity.

The SharePoint Administrator analyzes the information architecture, understands departmental requirements, configures and maintains organizational taxonomies, site collections, policies, procedures, and solutions.  The SharePoint Administrator works closely with program developers and database administrators to install, debug, and maintain necessary code of assigned software.

**Essential Responsibilities**:

Overall responsibility for the installation, configuration, monitoring, maintenance to include upgrades, and day-to-day management of Microsoft Office SharePoint Server (MOSS) include:

* Accountability for the enforcement of assigned organizational governance and taxonomies within MOSS
* Assists with the design and development of organizational taxonomy
* Assists with the design and development of overall governance to include policies and procedures, guidelines, and/or diagrams that frame the use of SharePoint
* Works with leadership and established committees to ensure compliance to design, software, security, and governance and taxonomy standards as related to SharePoint
* Works in conjunction with developers to ensure consistency in SharePoint development and deployment
* Responsible for configuration and maintenance of new and existing site collections ensuring consistency according to established governance
* Responsible for configuration and maintenance of document libraries, form libraries, meeting and document workspaces, security, site definitions, site templates, site utilization reporting , and infrastructure backups
* Responsible for MOSS infrastructure high availability and disaster recovery design and testing
* Works with other team members to define and execute quality assurance measures including detailed test plans

**Management of assigned projects:**

* Initial installation and upgrade planning for SharePoint and associated infrastructure
* Provide guidance and solution strategies to the development team that best utilizes the SharePoint feature-sets as they pertain to the business requirements
* Train staff on new feature-sets as necessary

**Responsibilities for SharePoint configuration:**

* Administration, configuration and customization of SharePoint including developing and implementing custom and third-party web parts
* Basic SQL Database Administration
* Creating custom site definitions using CAML
* Site branding / developing event handlers
* Web part and user control development
* SharePoint web services
* Configuring the SharePoint Search - including defining content sources and crawl schedules, and creating managed properties, crawl rules, and scopes
* Using the Business Data Catalog
* InfoPath Form Services configuration
* Working with native and third party tools for configuration, monitoring, or extending functionality

**Ongoing Responsibilities:**

Maintains an awareness and understanding of technological advances; continued research and assessment of new resources and technologies available for SharePoint.  This includes, but is not limited to:

* Reviews literature including professional magazines, books and internet web sites
* Participates, as appropriate, in vendor supplied training and conferences
* Evaluates new and existing products to address customer requirements and develop recommendations where appropriate