

Job Description

Position Title: Senior SharePoint & 365 Administrator

Location: Addison, TX

Position Status: Full-time

Division & Department: Corporate Services, IT

Position Reports to: Director, IT

POSITION OVERVIEW AND DEFINITION:

The Senior 365 Administrator relies on demonstrated experience and working knowledge of Microsoft® 365 suite specializing in SharePoint online, Power Apps, Flow, Power BI, etc. Development and Implementation of an enterprise system for management of electronically stored information. This position will develop a SharePoint Center of Excellence which has a mixed role of hands-on business analysis, architecture, and development. The position requires the ability to work independently with little supervision and excellent customer service and communication skills (for both business and technical competencies) as a major part of the role is providing consulting guidance to line of divisional business owners, architects, developers and end users. This position will provide thought leadership on best practices for solution design, with a thorough understanding of enterprise needs and enterprise application integration.

SUMMARY OF ESSENTIAL JOB FUNCTIONS

The essential functions listed below are representative of the functions that must be performed in order to satisfactorily fulfill the purpose of this job. Additional functions and duties may be assumed or assigned from time to time.

- Ability to translate business requirements on a departmental and corporate level to SharePoint platform
- Technical competence and system configuration capability in coordination with third party software development
- Ability to provide companywide SharePoint support including ongoing internal training and skills development
- Advanced skills in PowerApps with integration to Flow, Power BI, and external tools
- Basic knowledge of Azure AD and user/group permission management

KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required to satisfactorily perform the essential functions of this job.

- **Advanced expertise in Microsoft Office Suite and Microsoft 365 platform**
- **Advanced expertise in SharePoint Online, Flow, and Power Apps**
- **Intermediate expertise in Power BI, Azure AD, 365 Exchange Online**
- **Basic knowledge of PowerShell, Azure/365 online security**
- Excellent analytical, problem-solving, and critical thinking

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- Time management, prioritization and organization with the ability to prioritize activities and lead multiple tasks at once;
- Excellent communication (written & oral) and facilitation;
- Develop business use cases and screen mockups describing the business processes In each department/business area become knowledgeable of the document management requirements
- Create business and technical requirements documentation that developers can use to create applications that support the functional, technical and visual requirements, conduct analysis of the existing system
- Liaise with other technical areas in IT Services to ensure that non-functional requirements are captured, formulate solution alternatives that fit in with our current infrastructure, and ensure their buy-in to the proposed solutions
- Coordinate diverse groups who contribute to business requirements and build consensus for requirements across the various user groups
- Create a uniform style and language for user documentation and internal documents
- Prepare detailed project documentation according to client standards and appropriate approvals are obtained in a timely manner
- Management system implementations in a diverse corporate environment (documentation to be brought to interview)

RESPONSIBILITIES

- Identifying the business needs of both clients and stakeholders to help determine solutions to business problems;
- Supporting the successful development and implementation of a SharePoint Center of Excellence environment;
- Build requirements and inform about capabilities for the Center of Excellence services, providing solutions to various request types that include:
 - Vetting business requirements
 - Architectural Design and Reviews (New Solution Designs, Existing Applications, Vendor Proposals)
 - Work Effort Estimations
 - Development Services (Prototypes, Reusable Assets)
 - Governance Questions
 - Site Design
- Facilitating departmental focus groups to determine requirements and set priorities;
- Design and develop prototypes for the center of excellence business partners
- Design and develop reusable assets for Enterprise reuse
- Lead Proof of Concepts
- Deliver training and demo sessions for the enterprise user and development communities
- Assist in developing application roadmaps and position papers in partnership with the business owners
- Provide thought leadership on best practices for solution design, with a thorough understanding of enterprise application integration including the use of business process and forms, collaboration services, collaborative document management and portal interaction

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- Create processes and guidelines for service delivery
- Implement or help others implement and customize SharePoint-based solutions
- Develop and execute procedures and standards adhering to SharePoint Best Practices and corresponding systems documentation
- Managing assigned project activities to meet the timelines, budget, and stakeholder requirements

EDUCATION/CERTIFICATION

- 5+ years Microsoft SharePoint in architecting, configuration and development
- Experience with SharePoint scripting and SharePoint 2013 applications
- Business connectivity services that allows SharePoint to access back-end system through database or web services
- Knowledge of Project Management delivery methodology
- Experience with a wide range of applications and platforms, encompassing a variety of functions, and understanding client/server, and web technology is absolutely essential
- Excellent organizational skills, attention to detail and quality
- Excellent grammatical, writing and editorial skills are required
- Ability to work in a team environment
- Expert knowledge of SharePoint, 365, MS Office tools (Access, Excel, Word and PowerPoint), MS Project/Primavera, and Visio is mandatory

WORK REQUIREMENTS

The work environment characteristics are representative of those an employee encounters while performing the job. Authentix is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA), the ADA Amendments of 2008 and all applicable state and local laws concerning disability accommodation. Reasonable accommodations will be provided to individuals with known physical or mental disabilities if such accommodation would not impose an undue hardship on the company, and would enable the individual to apply for, or perform, the essential functions of the position in question.

Environment: Work is performed primarily in a standard office environment. Employees may work under the stress of regular interdepartmental interaction and pressure to meet various deadlines.

Physical: Essential functions require sufficient physical ability and mobility to work in an office setting. While performing the duties of this job, the employee is frequently required to stand and/or sit for prolonged periods of time; must be able to hear and verbally communicate in order to exchange information in person or over the phone; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push and/or pull up to 50 pounds of weight; to operate office equipment requiring repetitive hand movement; to occasionally travel to other locations using various modes of private or commercial transportation.