Job Title:	SharePoint Administrator and Developer	**Date:**	9/13/16
Department:	Information Technology	**Location:**	Boca Raton
Reports To:	Vice President Information Technology	**FLSA Status:**	Exempt

Purpose:

The successful candidate will be responsible for the administration of the company's on premise Microsoft SharePoint 2013 environment. The candidate also will be responsible for configuring SharePoint sites, pages and lists. This includes, but is not limited to, the development of custom sites, dashboards, web parts, web apps and workflows using both SharePoint Designer.

Job Functions:

1. Administer the company's Microsoft SharePoint environment and Internet Information Services (IIS)
2. Configure SharePoint sites, pages and lists. Provide training to the general community so they can become self-sufficient with regard to basic customization. Maintain security on the sites, pages and lists.
3. Develop, maintain and support custom sites, dashboards, web parts, web apps and workflows for the company's Microsoft SharePoint environment. Use appropriate technology such as SharePoint Designer for sites, web parts, web apps and workflows. Embed Excel, SQL Server Reporting Services and other reports in dashboards.
4. Assist with the backup and recovery of information stored in the SharePoint environment.
5. Act as a business analyst to understand requirements for SharePoint sites, dashboards and workflows.
6. Gather user requirements, analyze the need presented and find the best solution for the user and the business
7. Keep current on new versions, features, and tools of SharePoint and related Microsoft technologies connected to SharePoint and help guide our user community and the enterprise in the best direction moving forward

Additional Preferred Technical Skills:
1. Experience with ShareGate or other SharePoint management tools
2. Experience with the Microsoft Office Suite, include Visio
3. Experience with Structured Query Language (SQL)
4. Application development experience is a plus

Supervisory Requirements:
None

Working Conditions and Physical Demands:
Position will work directly from the corporate office and will have minimal travel.

Qualifications:
1. Four-year degree (BA or BS), preferably in an Information Technology and/or Accounting field preferred
2. Minimum five (5) years of Microsoft SharePoint experience required
3. Experience building of SharePoint workflows beyond out-of-the-box (Designer or .NET)
4. Experience with SharePoint Designer 2013
5. Required to have knowledge of SharePoint document libraries, lists, custom views, apps, web parts, alerts, and search setup

6. Required to have basic understanding of SharePoint single site administration, site collection administration, and web app administration
7. Required to have reporting tools experience using SharePoint and other data sources, including Performance Point, Excel Services, and/or Power BI
8. Required to possess project management skills and the ability to prioritize tasks in a fast-paced environment
9. Ability to follow established company protocol and communication guidelines and work well within a team-oriented environment as well as being able to work independently
10. Knowledge of the cell tower industry or the real estate industry is a plus
11. Must possess excellent written and verbal communication skills, the ability to establish and maintain effective working relations with internal and external clients as well as vendors
12. Bi-lingual (Spanish/English) skills desired, but not required

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