BERGEN COMMUNITY COLLEGE
JOB DESCRIPTION

TITLE: SharePoint/SQL Administrator

DEPARTMENT: Information Technology

FUNCTION: Serves as the technical lead for the College’s SharePoint farm architecture, security, maintenance and evolution including SQL Server administration.

REPORTS TO: Technical Systems Manager

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Coordinates application deployment, migration and administration.
2. Administers upgrades, patches, configuration and support of SharePoint Services and SharePoint Portal servers within the server farm.
3. Designs and develops custom web parts to meet user requirements for case information.
5. Provides production deployment support; facilitates testing, defect resolution and user acceptance; manages user permissions.
6. Identifies and develops appropriate lifecycle documentation to support the design, development, and deployment of SharePoint.
7. Troubleshoots PC client versus SharePoint issues.
8. Optimizes SharePoint connect for indexing and searching.
9. Performs SQL Administrator duties including defining and maintaining the database schema, optimizing database performance and presenting performance reports.
10. Performs additional tasks or duties as assigned by the Technical Systems Manager or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has intermediate proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Communication
- Customer and Student Focus
Education: Bachelor’s Degree in Information Systems or related area; MSCE, MOSS OR MCSD Certification a plus.

Experience: Minimum of 1 year of SharePoint Services/Portal administration and maintenance experience; must have experience with IIS and Windows Servers; .NET; XML; ASP; SQL Server; template development and provisioning; SharePoint 2007 and 2010 and migration; SharePoint backups; MOSS Developer; designing business solutions; performing site administration training, implementation and issue resolution; SQL Server DBA, RSS and MSS.

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