

**POSITION DESCRIPTION**

**JOB TITLE:** Senior SharePoint Architect  
**DEPARTMENT:** Consulting Services  
**REPORTS TO:** Vice President of Professional Services  
**LOCATION:** San Diego

**SUMMARY:** The Senior SharePoint Architect should have a strong understanding of Windows SharePoint Services 3.0 (WSS), Microsoft Office SharePoint Server (MOSS) 2010 and related technologies in the Microsoft stack. Architects should be skilled in automating business process through the use of forms and workflow, integrating data and business intelligence using advanced tools. Knowledge of SharePoint infrastructure stack, farm architecture, and scalability planning is also beneficial.

**ESSENTIAL ACCOUNTABILITIES:**

- Research software and hardware products or services to find the best solutions and prices to meet business requirements
- Translate requirements to internal information technology teams like developers, network administrators, business analysts, quality control personnel, etc.
- Provide guidance on system changes required throughout the design process
- Review and analyze technology infrastructure to ensure best practices implementations
- Achieve and maintain relevant technical competencies and help foster an environment of continued growth and learning among colleagues on existing and emerging technologies
- Build business process automation systems designed to improve and track productivity and work flow while expanding SharePoint360's service offerings in line with current industry standards
- Serve as a technical lead for staff and consultants on a variety of engagements
- Design Business Intelligence Modeling, such as KPI's, Dashboards, Scorecards, etc.
- Work on internal projects to enhance productivities through ongoing tools development and leveraging new technologies
- Attend trade shows as necessary
- Assist with the development of design and programming techniques and procedures where few precedents exist
- Assist with the definition of standard steps and processes for successful migrations
- Responsible for understanding internal and external customer needs, and designing computer and network systems
- Be the company's face at client meetings
- Participate as a hands-on contributor in a variety of technical activities including SharePoint configuration and administration, backend development with C#, and migrations.

**SECONDARY ACCOUNTABILITIES:**

- Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:** The person in this position has no supervisory responsibility.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Strong working knowledge of project management techniques, hardware and peripherals
- Strong AEC industry technology experience is a plus
- Strong Microsoft SharePoint platform implementation experience
- Strong Microsoft Stack knowledge
- Experience architecting integration of Enterprise Resource Planning/Project Management products with SharePoint
- Microsoft Certified Technology Specialist (MCTS) required
- Strong verbal and written communication skills to interface directly with clients at a high level of professional and technical competency
- Bachelor's Degree in Computer Science or related IT field and five (5) years of progressive experience in the Information Technology industry

**TRAVEL REQUIREMENTS:** *The travel demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee in this role will be required to travel up to 25 percent of the time in the State of California with the possibility of travel outside of the state.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk or hear. The employee is regularly required to use hands to finger, handle, or feel. Must be able to use a computer keyboard, mouse and screwdriver. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision and ability to adjust focus.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee will work in a typical office environment and is occasionally exposed to moving mechanical office machines. The noise level in the work environment is usually moderate.