

POSITION DESCRIPTION

JOB TITLE: SharePoint Consultant
DEPARTMENT: Consulting Services
REPORTS TO: Director of Technical Services
LOCATION: San Diego

SUMMARY: This person should have a strong understanding of web portals and how they are used in today's enterprise. That knowledge should be represented by the implementation and customization of some form of web portal, content management site or web-based collaborative workspace.

ESSENTIAL ACCOUNTABILITIES:

- Consults Clients on SharePoint implementation and uses as well as third party applications that me be involved in any implementation.
- Discovers, designs and implements Advanced SharePoint solutions for clients.
- Manages SharePoint implementations from initial installation to maintenance and further custom design.
- Works with Development, Consulting and Business Intelligence teams to meet project goals.
- Customer Service and Support.
- Contributes to overall team goals through effective communication, a positive attitude and team collaboration.

SECONDARY ACCOUNTABILITIES:

- Other duties as assigned.

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

KNOWLEDGE, SKILLS & ABILITIES:

- Skilled IT professional with extensive experience in software analysis, design, development and training.
- Extensive experience in SharePoint 2007, MOSS, WSS.
- Proven track record of successful implementations of WSS in an enterprise environment.
- Thorough first-hand understanding and experience with Microsoft Licensing for WSS and MOSS 2007
- Documentation experience in Analysis Scope, Software Requirements Specifications and Software Design.
- Experience in SQL Server
- Reporting design and tool recommendation to extract reports & text based reports for client/server and web enabled applications.
- An effective team member with the ability to meet targets under constraints, a strong ability to grasp new concepts with ease, excellent presentation skills, an effective communicator - both verbal and written.

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.

By signing below, I acknowledge that I have read and understand the position description and accept responsibility for meeting the demands of the job. It is further recognized that the duties and responsibilities of my position may change over time and that the position description will be reviewed on a periodic basis to reflect any changes.

Employee Name (please print)

Employee Signature

Date