

POSITION DESCRIPTION

JOB TITLE: Senior SharePoint Consultant
DEPARTMENT: Consulting
REPORTS TO: Director of Service Delivery
LOCATION: San Diego

SUMMARY: The Senior SharePoint Consultant should have a strong understanding of Windows SharePoint Services 3.0 (WSS), Microsoft Office SharePoint Server 2007 (MOSS) and related technologies in the Microsoft stack. Consultants are required to work closely with clients to install, administer, customize and support SharePoint. The Consultant will facilitate client discovery sessions, document requirements and deliver business solutions built on the SharePoint platform. They 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:

- Lead clients engagements in the discovery, architecture, development, implementation and training of business solutions designed using Microsoft Office SharePoint technologies.
- Conduct requirements gathering, build prototypes, and designs and implements advanced SharePoint solutions for clients.
- Support Sales and Marketing efforts in technical presales role and assists in scoping and estimating of work orders and RFP's.
- Manages SharePoint projects from initial installation to maintenance and further custom design.
- Establish and evangelize governance, best practices, policies and procedures in the administration, redevelopment and support of the SharePoint platform.
- Mentors other team members and customers in SharePoint.
- Works with Development, Consulting and Business Intelligence teams to meet project goals.
- Provides 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 direct supervisory responsibility, but will be expected to lead project teams and mentor other team members in their knowledge of SharePoint.

KNOWLEDGE, SKILLS & ABILITIES:

- Skilled IT professional with extensive experience in software analysis, design, development and training.
- Extensive experience in SharePoint 2007 Products: MOSS, WSS, InfoPath, SharePoint Designer.
- Enterprise experience with SharePoint planning, implementation, administration, project management, requirements gathering, and customization.

- Ability to articulate deep knowledge of SharePoint's breadth and depth of functionality: Portals and Collaboration, Content Management, Business Intelligence, Forms and Work Flow, Enterprise Search.
- Proven track record of successful implementations of WSS and MOSS2007 in an enterprise environment.
- Documentation experience in Analysis Scope, Software Requirements Specifications and Software Design.
- Experience with SQL Server, PerformancePoint, Reporting Services, and Business Data Catalog.
- 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