

HUMAN RESOURCES DIVISION
PHONE: 815/724-4020
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**150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158**

EMPLOYMENT OPPORTUNITIES:

JOB POSTING #: 22-18
POSTED: 03/19/2018, 2:00 p.m.
EXPIRATION: 04/02/2018, 4:30 p.m.
TITLE: SharePoint Technical Analyst (Position Code #1495)
SALARY: \$53,438 - \$72,141
DEPARTMENT: Information Technology
DIVISION: Application Services

GENERAL PURPOSE

The SharePoint Technical Analyst reports to the Enterprise Application Services Manager and is responsible for providing application technical assistance and office management to the City of Joliet Information Technology department and its respective divisions. The SharePoint Technical Analyst carries out a range of IT-related and administrative tasks. This position serves as a SharePoint champion, directing other "super-users" with hands-on responsibility, determining whether a task is accelerated to the next level through the "super-user" ranks as well as maintaining office services and efficiency; creation and implementation of department policies and procedures; maintaining accurate office records; ad-hoc report building; and purchasing/receiving of departmental goods and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Strategy & Planning

- Design and implement office policies by establishing standards and procedures; measures results against standards making necessary adjustments
- Provide technical assistance with books (invoicing, PO's, etc.), Utility (data clean-up), support systems/implementation
- Serve as the SharePoint champion as a hands-on resource with internal customers and assist in determining whether to accelerate issues to the next level of service
- Assist with developing specifications for new SharePoint development projects
- Create new SharePoint sites based on customer approved specifications
- Achieve financial objectives by assisting in the preparation of an annual budget, scheduling expenditures, analyzing variances, and initiating needed corrective actions
- Establish and document procedures for record keeping
- Plan, develop, and facilitate changes in procedures, forms and practices, work flows, personnel assignments, and equipment
- Assist with recruitment and selection of office staff
- Oversee office staff orientation and induction

Acquisition & Deployment

- None

Operational Management

- Analyze and monitor internal processes
- Ensure office policies, practices and procedures are being properly adhered to
- Prepare manuals and other materials describing procedures and standards
- Keep management informed by reviewing and analyzing special reports; summarizing information; identifying trends
- Prepare operation reports and schedules to ensure efficiency
- Update and maintain portions of intra and internet website
- Assist with organizational projects via data entry, report building, analysis etc...
- Regularly meet with IT management team and other staff to exchange information and to discuss issues affecting the office
- Assure requested information to be communicated to the various City elements is followed through
- Assist in the preparation and maintenance of the office budget
- Maintain office efficiency by planning and implementing office systems, layouts, and equipment procurement
- Record office expenditures
- Process and create requisitions for CIO and IT division heads
- Receive supplies, materials and equipment ordered by the IT department
- Liaise with other agencies, organizations, and groups
- Perform other related duties as required

MINIMUM QUALIFICATIONS

Education & Experience:

- Graduation from high school with additional education and training in IT/Business
- SharePoint 2013 or +
- Two (2) plus years designing and implementing SharePoint Version 2013 + solutions

Necessary Knowledge, Skills and Abilities Experience

- Good understanding of Windows SharePoint Services along with practical development experience required to implement high quality solutions that are scalable and effective for our internal customers
- Must have experience in creating comprehensive solutions using SharePoint technologies
- Possess exceptionally strong analytical, problem solving, and conceptual skills
- Proficient computer skills including spreadsheet and word-processing programs
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Strong interpersonal and oral communication skills
- Adept at reading, writing, and interpreting technical documentation and procedure manuals
- Very effective organizational skills

- Comfortable and effective working both collaboratively and independently on projects
- Ability to present ideas and solutions in user-friendly language
- Highly self-motivated and directed
- Keen attention to detail
- Skilled at working within a team-oriented, collaborative environment
- Ability to work in a fast-paced, deadline-driven environment, managing multiple, often-competing demands and priorities

SPECIAL REQUIREMENTS

Valid State of Illinois Class D driver's license.

A full job description is available in Human Resources upon request.

EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER