
Portal Systems Architect

Reports To: Director, Enterprise Portals

POSITION PURPOSE:

The Portal Systems Architect is responsible for formulating and defining system scope and objectives within the context of Microsoft Information Worker tools. Designs or modifies systems and procedures to solve complex problems considering hardware capacity and limitations, operating time, and type of results. Prepares detailed technical specifications from the clients' business requirements through implementation.

RESPONSIBILITIES - ESSENTIAL JOB FUNCTIONS:

1. Demonstrates the company's corporate values.
2. Define client requirements and developing business processes for use with Microsoft SharePoint and other Microsoft Tools.
3. Responsible for gathering and documenting client requirements, as well as prototyping, developing, documenting, and deploying applications while following development, design and deployment standards. This includes work such as completing RFP's.
4. Oversees the full lifecycle of a development project, while keeping firm management apprised of the status and any issues related to the project.
5. Install and configure Microsoft Office SharePoint Server and Microsoft Windows SharePoint Services.
6. Support day-to-day management and implementation of SharePoint (Intranet and Extranet).
7. Create technical documentation of installation/configuration procedures.
8. Build demonstrations of capability and documenting how our customers can create similar solutions.
9. Design and implement workflow solutions to map business processes, in a SharePoint environment.
10. Develop SharePoint-based applications, including the design and implementation of custom web parts and other programs that leverage the SharePoint object model.

11. Is expected to provide technical, design, and analysis assistance to other team members as needed.
 12. Is able to communicate and translate technology-related information for non-technical clients.
 13. Provide end user training on applications when needed.
 14. Build strong relationships with clients by providing consultative services and support.
1. Perform any special duties as assigned.

RESPONSIBILITIES - SUPPLEMENTAL JOB FUNCTIONS:

Maintains knowledge of current trend and developments in the field by reading appropriate books, journals and other literature and attending related conferences and seminars.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Minimum of an Associate's degree in Information Systems or other related technical discipline plus 3 years direct experience with Web application development. This includes Website design and development experience in a Microsoft environment.
2. Solid understanding of Microsoft IW principles including supporting technologies such as SharePoint Technologies (Windows SharePoint Services v2, SharePoint Portal Server 2003, Windows SharePoint Services v3, Office SharePoint Server 2007), Office System, InfoPath and Forma Services, BizTalk and Web services.
3. SharePoint implementation/migration experience. Knowledge of SharePoint 2007 required.
4. Experience in programming utilizing C#, VB.NET, ASP.NET or equivalent languages.
5. Knowledge of SQL databases, XML & Web Services.
6. Knowledge in data modeling.
7. Excellent analytical and problem solving skills.
8. Effective oral and written communication and organization skills. Ability to balance multiple projects while remaining focused on the needs of end users, clients and the Project Manager.
9. Ability to work independently or as a member of a team of technical professionals.
10. Proficient programming, algorithm, data structure and object-oriented programming & methodology experience.
11. Desire for continued education and certification as it relates to the position.

EQUIPMENT TO BE USED:

Must be able to operate personal computer, laptop and other standard office machines such as fax, copy machine, calculator, telephone, etc.

TYPICAL PHYSICAL DEMANDS:

Requires sitting, standing, bending and reaching. Requires eye-hand coordination and manual dexterity sufficient to operate a computer and standard office equipment. Requires hearing within normal range and vision correctable to 20/20 to read communications, reports and computer terminals. Must have a valid driver's license in order to attend company-related meetings in the area and out of town.

TYPICAL MENTAL DEMANDS:

Must be able to analyze many variables and choose the most effective course of action for the organization at any given point in time. Must be able to communicate and provide verbal feedback in a professional manner. Must be able to analyze causes of interpersonal conflicts and resolve complex communications issues. Ability to give, receive and analyze information, formulate work plans, prepare written materials, and articulate goals and action plans. Must handle novel and diverse work problems on a daily basis. Must be able to perform arithmetic calculations involving fractions, decimals and percentages.

The information contained in this job description is intended to describe the essential job functions required of those assigned to this job. It is not intended to be an exhaustive list of all accountabilities, activities, skills and knowledge needed to perform the job. Please note that the job functions are reviewed periodically and are subject to change based on the business needs of the company.

APPROVALS:

General Manager/Chief Operating Officer

Date

Human Resource Manager

Date

ACKNOWLEDGEMENT:

The Associate acknowledges by their signature below that they have read the foregoing and accept the job specifications as detailed in this document.

Associate Signature

Date