



**Position Title:** SharePoint Software Engineer

**Date Revised:** 01/29/08

**Description:**

The SharePoint Software Engineer's role is to identify business requirements, design options, develop solutions and finally implement and test the SharePoint systems. This includes designing, implementing, developing, and documenting software and specifications throughout the Microsoft SharePoint project life cycle. The SharePoint Software Engineer will also manage SharePoint system startups in a timely and accurate fashion, and provide support to other departments where required.

**Responsibilities:**

- Work closely with business sponsors, stakeholders and end-users to understand business requirements and identify potential opportunities and solutions
- Assist prospects and clients with development of requirements for their SharePoint based solutions
- Convert business processes and needs into technical SharePoint requirements
- Identify and suggest specific SharePoint products for client purchase
- Manage complete SharePoint SDLC (Software Development Life Cycle), including analysis, design, code and testing of Microsoft SharePoint and tangential Microsoft technologies
- Design, develop, integrate and implement related application components, including front-end development, server-side development and database integration
- Identify and create system documentation for maintenance, support and use of business SharePoint applications built upon Microsoft SQL 2000/2005, IIS 6.0, ASP 2.0, SharePoint 2003/2007, and .NET technologies
- Create and maintain technical documentation, test plans and implementation plans
- Provide technical support for projects and/or existing systems in cooperation with other team members
- Identify and create needed reports to assist company employees in obtaining business intelligence information
- Install software products for end users as required
- Administer diagnostic analysis of test results and deliver solutions to critical areas
- Develop an awareness of programming and design alternatives
- Work with network administrators, systems analysts, programmers, and other software engineers to identify issues and resolve problems
- Take an active role in cross-departmental projects when needed
- Direct research on emerging Microsoft SharePoint products and development methods, languages and standards in support of development, implementation and procurement efforts
- Interact regularly with managers, clients, vendors, and agencies to field queries and questions



- Assist with development and support of Transcendent's internal and external facing SharePoint site

**Education:** Four-year Bachelors degree in Computer Science or Information Systems or a related discipline and/or 3 years of relevant experience.

**Position Requirements:**

- Significant MS SharePoint Design and Implementation experience using:
  - Windows SharePoint Services v2, v3 (WSS 2.0, 3.0)
  - SharePoint Portal Server 2003 (SPS 2003)
  - Microsoft Office SharePoint Server 2003, 2007 (MOSS)
  - SQL Server 2000, 2005
  - SQL coding, querying and report writing
  - IIS 6.0
  - ASP 2.0
  - .NET custom development coding and platform experience
  - Windows Server 2003
  - Microsoft Office 2003, 2007
- MCTS certification for SharePoint preferred
- Competent and proficient understanding of platforms
- Working technical knowledge of current systems software, protocols, Internet technologies, and standards
- Hands-on software troubleshooting experience
- Experience at working both independently and in a team-oriented, collaborative environment is essential
- Communication of project/work to clients, project leaders and management on a continual basis
- Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial
- Provide consulting services to customers
- Proven analytical and problem-solving abilities
- Adept at conducting research into software-related issues and products
- Must be able to learn, understand, and apply new technologies
- Strong written and oral communication skills
- Excellent documentation skills
- Strong interpersonal skills
- Customer service skills required
- Highly logical
- Highly self motivated and directed
- Keen attention to detail
- Knowledge of applicable data privacy practices and laws