

POSITION DESCRIPTION  
**FRANKLIN COUNTY CHILDREN SERVICES**

An Equal Opportunity Employer

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| <b>JOB CLASSIFICATION:</b><br><i>IT Architect</i>  | <b>DIVISION:</b><br><i>Family &amp; Staff Support Services</i>                       | <b>DEPARTMENT:</b><br><i>Information Technology</i> |
| <b>WORKING TITLE:</b><br><i>IT Architect SharePoint /DBA</i>   | <b>PCN &amp; CLASSIFICATION OF SUPERVISOR:</b><br><i>736004 Management Analyst 3</i> | <b>JOB STATUS:</b><br><i>Full-time</i>              |
| <b>CLASSIFICATION NO.:</b><br><i>69971</i>   | <b>PCN:</b> 736100<br><b>PAY RANGE:</b> 26   | <b>REVISION DATE:</b><br><i>2/2018</i>              |
| <b>EQUIPMENT USED:</b><br><i>telephone calculator printer<br/>computer copying machine automobile</i>  |  |   |
| <p><b>MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED:</b></p> <p><u>Education</u><br/>Core undergraduate program in Computer Science or Information Systems or equivalent work experience.<br/>AND</p> <p><u>Experience</u><br/>Minimum 4 years combined work experience in any combination of the following:<br/>Assisting with development and updates to the strategic Information Technology plan, participating in work groups to author Information Technology plan by discipline/program team and leading activities to achieve project tasks/meet deadlines, and performing solutions design for assigned discipline/program team (e.g., software development, infrastructure, database administration, security) including 2 years technology related work experience as defined by at least one of the following:</p> <ul style="list-style-type: none"> <li>• SharePoint experience applying patches, service packs and deploying capabilities including web parts, features and web services.</li> <li>• Configuring SharePoint and SQL Server backup and recovery processes.</li> <li>• Providing Tier 3 technical support to site administrators when coding integrations.</li> <li>• SharePoint integration with Oracle databases, Nintex workflows, SharePoint Designer, OnBase and SQL.</li> </ul> <p><b>PREFERRED:</b><br/>3 years of experience as SharePoint administrator<br/> <b>OR</b><br/>1 year. exp. in SharePoint administration, 1 year. exp. SQL Server administration, 1 year. exp. Net development and 1 year. exp. OnBase administration.<br/> <b>OR</b><br/>5 years of work experience as a database administrator and developer, specifically supporting MS SQL Server databases.<br/> <b>AND</b><br/>Excellent written communication and presentation skills; strong interpersonal skills; basic project management course; proficient in Word, Excel, PowerPoint, Access and database principles.</p> <p><b>TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT</b><br/>Microsoft Certified System Engineer (MSCE)</p> |  |   |

**PURPOSE:**

*Employee functions as a SharePoint/Database applications architect providing overall guidance and control of applications development environment including, but not limited to, architecture evaluation and selection, application installation and setup, capacity planning, governance and change control, management and reporting, database management, backups and restores, application security, systems update and maintenance, and projects identification and selection. The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency and Well-being for the families served by the agency.*

*The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.*

Management Analyst 2- Enterprise Solutions Analyst - SharePoint Architect/DBA

PCN

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**JOB DUTIES:**

30%

*Provides daily management and support in the form of database and SharePoint management, backups and restores, application security, systems updates and maintenance.*

30%

*Writes programs in SharePoint, C#, SQL, and other high-level web-oriented and database query languages in accordance with specifications; prepares software design documents; prepares test plans and tests the code.*

25%

*Develops and/or reviews architecture documents; researches and proposes solutions to architectural and development issue.*

10%

*Provides daily management and support in the form of capacity planning, governance and change control, and management reporting. Participates in training, conferences and other departmental/agency meetings as required*

5%

*Performs other related duties as assigned, which may include handling cases from Intake, if needed and if determined by HR to be qualified to do so.*

***\*Position is subject to call-in during non-working hours as necessary.***

List no. of positions and Class Titles of positions supervised

n/a |

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date