POSITION DESCRIPTION

## FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

| JOB CLASSIFICATION: | DIVISION: | DEPARTMENT: | |
|---|---|---|---|
| *Management Analyst 2* | *PSS* | *Information Services* | |
| **WORKING TITLE:** | **PCN & CLASSIFICATON OF SUPERVISOR:** | | **JOB STATUS:** |
| *Enterprise Solutions Analyst – SharePoint Architect/ Application Integration* | *736110     Data Systems Manager 1* | | *Full-time* |
| **CLASSIFICATION NO.:** | **PCN:**     *736100* | | **REVISION DATE:** |
| *63212* | **PAY RANGE:**   *26* | | *1/16* |

**EQUIPMENT USED:**

*telephone               printer/scanners     network devices*
*desktop/laptop/computer    servers/storage       email systesm*

**MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED:**

*Six mos. exp. as Management Analyst 1 or completion of undergraduate major program core course work in business administration, management science or public administration and 6 mos. exp. in research & analysis and written documentation of findings or 3 yrs. exp. in research & analysis and written documentation of findings.*

**PREFERRED:**

*Bachelor Degree in Computer Science or related field. Five years of work experience as a database administrator or developer, specifically supporting MS SQL Server 2008/2010 databases.  Five years of SharePoint experience applying patches, service packs and deploying capabilities including web parts, features and web services.  Five years of configuring SharePoint and SQL Server backup and recovery processes. Five years of experience with providing Tier 3 technical support to site administrators when coding or integration issues arise. Two years of work experience with Oracle databases.  Two years of development experience with SharePoint environment using InfoPath forms, SharePoint or Nintex workflows, SharePoint Designer and Oracle SQL. Two years of client web development within a .Net Framework . Two years of experience with OnBase/SharePoint Integration. Microsoft and OnBase certifications. Excellent written communication and presentation skills; strong interpersonal skills; basic project management course; proficient in Word, Excel, PowerPoint, Access and database principles. *Position is subject to call-in during non-working hours as necessary.*

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

**PURPOSE:**

*Employee functions as an applications architect providing overall guidance and control of applications development environment including, but not limited to, architecture evaluation and selection, application installation and set up, 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 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.*

| | **JOB DUTIES:** |
|---|---|
| *30%* | *Writes programs in SharePoint/InfoPath, Java, 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.* |
| *30%* | *Provides daily management and support in the form of database and SharePoint management, backups and restores, application security, systems updates and maintenance.* |
| *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.* |
| *5%* | *Performs other related duties as assigned.* |

**List no. of positions and Class Titles of positions supervised**

**N/A**

_____     _____

Signature of Agency Representative          Date