

Title: SharePoint Administrator

Location: Huntsville, AL and Lexington, KY

Position Status: Full Time Part Time

Work Schedule:

Regular hours are Monday - Friday between the hours of 7:00 am - 5:00 pm. Employees may need to adjust work hours to meet customer missions and during surge situations.

Brief Job Description:

The SharePoint Administrator coordinates the configuration and management of all SharePoint service applications

Duties and Responsibilities:

- Manages sites, groups, and accounts in compliance with corporate and government IT policies and requirements
- Supports Site Content Administration with structure, permissions and automation
- Documents configurations and architectures
- Develops custom site templates
- Evaluates, assesses, and applies OS and third-party security patches and threat mitigation
- Oversees and implements system upgrade strategies
- Performs daily system monitoring, verifies the integrity and availability of all hardware, server resources, systems and key processes
- Reviews system and application logs
- Assists with maintenance of SharePoint related databases
- Develops and ensures a sufficient disaster recovery plan
- Performs other tasks as needed

Education, Experience and Qualifications:

- Must be able to obtain and maintain a DoD Security Clearance
- Must pass a drug screening
- Must have at least five (5) years of experience and a Bachelor's Degree in a related field; Experience may be substituted for degree
- Must have professional experience with SharePoint in a DoD environment
- Must be familiar with DISA application and operating system STIGs and DoD IA requirements
- Must have the ability to successfully analyze, diagnose, and troubleshoot SharePoint technical issues
- Punctuality and regular attendance are required
- Grooming and dress must be appropriate for the position, must not be of an offensive nature, and must not impose a safety risk to self or others
- Demonstrates positive, polite, and professional behavior at all times when dealing with co-workers, customers, and all levels of management
- Communicates using clear, concise, and accurate English, both verbal and written are required

Physical Requirements:

Work may involve sitting or standing for extended periods of time. Position may require typing and reading from a computer screen. Must have sufficient mobility to include but not limited to: bending, reaching,

climbing, turning, and kneeling to complete daily duties in a timely and efficient manner. There is a possibility that due to parking availability and location of work, walking moderate to long distances may be required. Must be able to lift, move, and transport items frequently over 15 pounds.

Work Environment:

Generally, work is conducted in an inside office environment, but may also involve some outside work depending on the task. The inside environment may be a cubicle or office with close quarters, low to moderate noise, and bright or dim lighting. Outside work may include various environmental conditions including warm and cold climates and while on travel, some work may be conducted outside for military customers.

Other Essential Functions:

Employees may be required to travel for work related tasks. Reliable transportation to office or work site is required. When operating any vehicle for work purposes, the employee must wear a seat belt at all times. The use of cellular devices while operating a vehicle is prohibited.

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At the time of hiring, employees are required to sign a written statement acknowledging that they are employed at the will of the company and are subject to termination at any time, for any reason, with or without notice, and with or without cause. Employees who do not have an individualized written employment contract or a collective bargaining agreement are employed at the will of the company and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, these employees may terminate their employment at any time for any reasons.