

NON-CIVIL SERVICE ANNOUNCEMENT

METROPOLITAN GOVERNMENT OF NASHVILLE

HUMAN RESOURCES RECRUITMENT CENTER

****EQUAL OPPORTUNITY EMPLOYER****

(615) 862-6640

APPLICANTS ARE ENCOURAGED TO APPLY BY: 06/30/2023

Information Technology (IT) SharePoint Administrator

OR09

Salary: 88,914.27

Position Description: We are in search of a talented SharePoint Administrator to manage and support the SharePoint environment for the Judicial Branch of Nashville and Davidson County. This individual will also be expected to create and configure SharePoint sites, find solutions to enhance business activity, customize sites based on the client's needs, and manage access and security.

Education and Experience: The candidate will have a minimum of 5 years of experience in a comparable role.

Knowledge/Skills/Abilities:

- Perform SharePoint administration, including
 - Managing permissions
 - Creating sites and content types
 - Leveraging and managing content types for re-use in sites
- Determine and create scalable structure
- Ensure uniform navigation throughout sites
- Comprehensive knowledge of, and ability to leverage, SharePoint out-of-the box features
- Experience with SharePoint Designer
- Experience with building and managing large document libraries
- Ability to integrate with other cloud services such as Teams, Outlook, Yammer
- Manage search scope and create project / document dashboards
- Provide end-user support and training
- Ability to productively work with all stakeholders, including JIS customers, management, vendors, and elected officials
- Discretion in working with highly confidential and sensitive data
- Ability to meet with customers to explore problem areas or opportunities for improvements
- Ability to research and develop solutions to difficult issues and present alternatives to stakeholders
- Adhere to Metro information technology standards, procedures, and practices
- Communicate with all stakeholders in a timely and professional manner
- Excellent time management and organizational skills
- Ability to work under pressure, while managing multiple priorities, challenging projects and tight deadlines
- Ability to identify and resolve project issues proactively

Benefits: This is a non-civil service position with the Metropolitan Government of Nashville and Davidson County. The position offers a full benefit package, paid sick, vacation and holidays as well as a

pension package for eligible employees. Details of benefits offered can be found at:
<https://www.nashville.gov/departments/human-resources/benefits>

Additional

- This is a hybrid position, with the opportunity to perform the majority of work from home
- Opportunities for training and conference attendance is available
- Minimal to no travel is required

TO APPLY

Email resume and cover letter to:
JISJobs@jisnashville.gov

*In Compliance with Tennessee Law, all applications are subject to Public Disclosure
Background checks will be conducted for JIS positions*



Requests for ADA accommodation should be directed to:

ADA Coordinator Phone: (615) 862-6195