City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice

Civil Service Title: Computer System Manager	**Level:** M-I
Title Code No: 10050	**Salary:** $100,000 - $120,000 **Frequency**: ANNUAL
Business Title: Senior SharePoint Developer	**Work Location**: 75-20 Astoria Boulevard East Elmhurst, New York 11370
Division/Work Unit: Information Technology	**Number of Positions**: 1
Job ID: 248920	**Hours/Shift**: Day Tour

Job Description

The New York City Department of Corrections (DOC) is one of the largest municipal jail systems in the United States. It provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one-year or less of jail time. The DOC operates 12 inmate facilities, nine of which are located on Rikers Island. In addition, the department operates two hospital prison wards (Bellevue and Elmhurst hospitals) and court holding facilities in Criminal, Supreme, and Family Court in each borough.

The Senior SharePoint Developer will be responsible for the following:

- Performs SharePoint central site administration and management of site collections.
- Administers SharePoint farms and databases.
- Assists SharePoint development staff with application architecture, design, implementation and processes.
- Assists with establishment, documentation and enforcement of SharePoint implementation and governance standards for the agency.
- Ensures integrity and security of SharePoint data in accordance with Information Systems security policy.
- Monitor and analyze SharePoint server and application performance using SharePoint features, PowerShell and third-party tools.
- In-depth knowledge of the Microsoft platforms (IIS, .NET, Web Services, SQL Server, Windows Server).
- Performs day-to-day administration and maintenance for enterprise applications/platforms.
- Analyzes business requirements, assess alternatives, configure and/or develop SharePoint 2013 web parts, pages, navigation and security.
- Designs and develop user interface elements in SharePoint.
- Provides content management strategies for intranet and extranet websites on the SharePoint platform.
- Design, develop and customize DOC Intranet, department sites and team sites.
- Develop and implement master pages, vies, forms, templates, external lists, external content types, custom lists, web parts, master pages and other custom components.
- Design solutions based on established patterns and best practices around Content Management, User Adoption, Governance and Change Management.
- Responsible for estimating work content and achieving planned timelines
- Assesses business processes and suitability for solution implementation.
- Lead project discussions; provide recommendations; implement solutions and support end users.
- Provide technical advice and guidance to development staff on SharePoint 2013 features and functionality.
- Other duties as assigned.

Minimum Qualification Requirements

1. A master's degree in computer science from an accredited college and three years of progressively more responsible, full-time, satisfactory experience using information technology in computer applications programming, systems programming, computer systems development data telecommunications, database administration, planning of data/information processing, user services, or area networks at least 18 months of this experience must have been in an administrative, managerial or executive capacity in the areas of computer applications programming, systems programming, computer systems development, data telecommunications, data base administration, or planning of data processing or in the supervision of staff performing these duties; or
2. A baccalaureate degree from an accredited college and four years of experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a State's department of education or recognized accrediting organization and six years of experience as described in "1" above; or
4. A satisfactory combination of education and experience which is equivalent to **"1", "2" or "3"** above. However, all candidates must have at least a four-year high school diploma or its educational equivalent approved by a State's department of education or recognized accrediting organization and must possess at least three years of experience as described in "1" above, including the 18 months of administrative, managerial, executive or supervisory experience as described in "1" above.

Note:
The following types of experience are not acceptable: superficial use of preprogrammed software without complex programming, design, implementation or management of the product; use of word processing packages; use of a hand held calculator; primarily the entering or updating of data in a system; the operation of data processing hardware or consoles.

Preferred Skills

- Knowledge of SharePoint 2013+, including both server-side and client side experience.
- Experience with installation, maintenance, upgrade, replacement, integration, backup and recovery, security and performance tuning of servers and component applications.
- Strong analytical and problem solving skills and excellent verbal and written communications skills.

Residency Requirement

New York City Residency is not required for this position.

Special Note

For a list of all upcoming civil service exams with regards to the posting title or any other title, please visit:
http://www.nyc.gov/html/dcas/html/work/exam_monthly.shtml

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for **Job ID# 248920**
For all other applicants: Go to https://a127-jobs.nyc.gov and search for **Job ID# 248920**

Submission of a resume is not a guarantee that you will receive an interview.
Only those candidates under consideration will be contacted.

Posting Date: 07/22/16	**Post Until: Until Filled**

The City of New York and the Department of Correction are Equal Opportunity Employers