

The District Municipality of Muskoka is currently recruiting for a SharePoint Administrator



The District of Muskoka is seeking a professional SharePoint Administrator to join our IT Services team within the Finance and Corporate Services department.

Reporting to the Manager, IT Operations & Infrastructure, the SharePoint Administrator is responsible for implementing and supporting the records management environment, managing system availability, capacity and performance, maintaining the corporate SharePoint infrastructure, and creating custom enhancements and reports for various stakeholder groups. The job will also oversee projects, work directly with customers to understand their requirements, develop user and technical documentation, and evaluate new software.

The SharePoint Administrator will:

- Partner with customers on all project phases (requirements, design, development, testing, deployment) to provide solutions that are innovative, comprehensive and meet their needs
- Identify and execute on opportunities to enhance data governance and security and support the establishment of data classifications, labels, and retention and disposition policies
- Manage information lifecycle including archiving or deleting redundant, outdated and trivial (ROT) content per policies
- Coordinate information asset discovery, inventory and classification activities
- Develop migration plans and migrate content from files to SharePoint
- Create and maintain SharePoint sites, lists, libraries, views, forms, workflows and web-based workspaces
- Develop SharePoint integration scripts and manage them using version control
- Create and maintain Active Directory (AD) structures and relationships, and administer AD and other system security according to corporate standards
- Monitor SharePoint and other system servers to optimize performance, implement corrective actions, and advise of any systems or hardware constraints
- Author and maintain standard SharePoint lifecycle documentation for every solution including architectural overviews, technical specifications, system models, and workflow diagrams
- Provide regular project and status reports, identify risk and issues, perform feasibility and cost benefit analysis, and develop or contribute to strategy documents and roadmaps
- Plan and manage installations, configurations, testing, deployments, upgrades and backups
- Develop knowledge of corporate systems and their relationship to other applications to ensure data integrity, and to avoid redundancy and duplication
- Create or work with vendors to develop data extracts, reporting, and business intelligence and analytics
- Maintain a good working knowledge of industry standard query and reporting solutions, and report writing tools to maximize the value of corporate data
- Create “how-to” and training materials, and train customers and team members
- Research and evaluate existing and emerging technologies and solutions
- Participate in system recovery and restoration initiatives to support backup, recovery and business continuity
- Perform related duties as assigned

Why the District of Muskoka?

Muskoka is a great place to live and play! We are a four-season municipality that offers a balance between family life and work. We are built around supportive and caring communities that are always growing, with wonderful schools and facilities. [Watch our video](#) to learn more!

As the Upper Tier Regional Municipality, we partner with the six Area Municipalities to work together through sound governance, managing the legacy of a healthy Muskoka by protecting the natural environment, driving a vibrant economy and enhancing the inclusiveness of our caring community.

Join us and be part of our Vision to RISE together and provide customer experiences that will lead our municipality into a vibrant future!



What you will bring to us

We would expect that your strengths will include excellent communication/ interpersonal/ analytical/ organizational skills, accurate judgment in handling sensitive information, and the ability to handle multiple ongoing/ simultaneous projects with ease. A proven ability to lead projects and initiatives from concept to completion through the use of project management techniques, public relations, and conflict resolution processes is a critical success factor for this job.

On the practical side, you are a graduate of post-secondary program in information technology, computer science or a related program. You will also bring three (3) – four (4) years demonstrated experience with enterprise-level SharePoint and Active Directory implementation, integration and management, or a combination of related education and experience. You will have experience with enterprise-level records management systems and integration tools as well as with SharePoint and web-based development (e.g., Java, JavaScript, HTML, XML). Your past work will allow you to demonstrate your experience working with industry standards and best practices, development and test methodologies, requirements analysis, architectural design, and workflow and business process modeling

You will also display a keen desire for continuous learning, be able to advise others on new technologies and trends, and develop the skills needed to support the current and future application portfolio.

What We Offer

The District offers a competitive salary package, including a comprehensive health and dental benefits plan, and enrollment in the OMERS (Ontario Municipal Employees Retirement System) pension plan. We foster a professional, friendly and supportive team atmosphere and continuously strive to provide a working environment where the best people want to work. We have a strong focus on health & wellness, as well as community involvement - the people who work at the District are passionate about the community that they live in! The District is committed to creating and promoting diversity, accessibility and inclusion in the workplace.

The hourly wage for this unionized (CUPE) job starts at \$32.19 per hour, with the ability to progress to \$35.35 per hour after 1 year of employment. This job works 35 hours per week, Monday to Friday, some flexibility to work non-traditional hours to meet business needs is required.

How to Apply

If you have the necessary skills, experience and qualifications, please review the “**How to Apply**” instructions on our website before submitting your application: <https://www.muskoka.on.ca/en/district-government/Career-Opportunities.aspx>

Once you have reviewed the instructions, please click on the “**Apply Now**” link, next to the posting, to submit your application in the specified format. If an “Apply Now” link does not exist, we are no longer accepting applications to the posting.

POSTING CLOSING DATE: Wednesday, September 4, 2019 @ 12:00 NOON

The District Municipality of Muskoka is committed to meeting its obligations under the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act*. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.