



**Job Description:** Polestar Technologies is looking for a qualified *SharePoint Application and System Administrator* to support the SharePoint infrastructure of a large government program in central Pennsylvania. The role of the SharePoint Application and System Administrator will be to maintain the SharePoint server farm with respect to performance and security, support the identification, capture, organize, and upload pertinent knowledge and facilitate the best use of this knowledge by establishing new knowledge flow patterns, and disseminating the information through the use of Microsoft's SharePoint Server 2007.

#### Responsibilities

- Responsible for Servers in SharePoint farm - includes set-up and configuration of SharePoint Services on Servers, maintenance of Web Front End Servers, Indexing Servers, and SQL Servers.
- Creation and maintenance of Sites and Site Collections, as well as all associated databases and services, such as Shared Service Providers, and Extended Authentication providers if needed.
- Set-up and maintenance of e-mail services associated with SharePoint.
- Responsibility for qualification, installation and maintenance of any plug-in, feature, web part, template or solution, including 3rd party software or applications.
- Responsible for back-up and recovery practices, and maintaining integrity and reliability of access to information.
- Responsible for set-up and configuration of Excel Services and InfoPath services.
- Responsible for establishing and/or maintaining end user access policy and permissions.
- Responsible for implementing and maintaining search services and defining search scopes.
- Responsible for implementing and maintaining user profile properties.
- Ensure security is within DoD/DLA/DLA Information Operations' Directives and server/application is tuned for optimal response rates.
- Responsible for coordinating and implementing best use practices, and communicating with company management best use scenarios. Best use practices may include creating simple workflow processes and simple site customization.

#### Requirements:

- >7 years experience working in the Server Administration/Knowledge Management/Content Management fields.
- >3 years experience working with Microsoft SharePoint Server 2007]
- Familiarity with search engine technologies (Microsoft Search preferred)
- Bachelor's Degree (Information Management, Computer Science, Library Sciences preferred)
- Professional demeanor, willingness and ability to work closely with clients while identifying requirements and establishing new work flow patterns