

June 25, 2021



### **Web Portal Administrator (SharePoint)**

Tkacz Engineering, LLC has an excellent opportunity for an experienced, self-directed, **Web Portal Administrator**. This position is in support of a Department of Defense (DoD) organization, USEUCOM located in Stuttgart, Germany.

**/// \*\*\* This position is full-time that requires relocation to Europe \*\*\* ///**

### **About the Job**

The SharePoint Administrator will configure and secure the SharePoint farm environment. Knowledge of all functionality of SharePoint Central Administration, Shared Services, Managed Metadata, Enterprise Services, STSADM commands, PowerShell scripting and how the services and functions affect the entire SharePoint farm. Identify and resolve technical issues with SharePoint web-based systems and content.

Provide basic site design and administration services to the AFRICOM customer. Planning, designing, testing, and implementing static and dynamic pages, sites, web parts, web applications and associated content. Deliver production management, web page design, markup languages, scripting, and relevant web services support.

Produce documentation and style guides not limited to, site maps, wire frames and mockups. Design, develop, and maintain a consistent information architecture, user interface features, site animation, and special-effects elements to ensure reliable and successful user interactions. Understand SharePoint farm architectures and installation processes. Perform scripted installations.

Provide assistance via remote access, phone, or in person. Candidates need excellent problem-solving and customer service skills, as well as extensive experience with network hardware, software applications, operating systems and network connectivity. They must be customer service-oriented and proactive in anticipating and resolving problems while maximizing efficient use of resources.

### **More About the Role:**

The successful candidate must be able to communicate clearly and succinctly both written and orally, have strong leadership skills, and present products and ideas in a business-like manner. The candidate will be required to work in dynamic fast paced environments that require team interaction and coordination of efforts. The candidate must be experienced in interfacing with both client managers and system users.

Additionally, the Web/SharePoint Portal Administrator will provide remote support and/or travel to customer sites as required.

## You'll Bring These Qualifications:

- 3 years recent specialized experience
- MCSA: Windows Server 2016 or greater
- CompTIA CASP+ or ISC2 CISSP | (IAT Level II or greater)
- Automation using Microsoft PowerShell, VBScript, or batch files
- Experience with Microsoft SQL Server
- Experience with Microsoft SharePoint Server administration

## These Qualifications Would be Nice to Have:

- ITIL v4 - Foundation
- Experience with Desired State Configuration
- Experience with Windows Software Update Services and/or System Center Configuration Manager
- Adaptable to changing circumstances and operational needs
- Understanding of Department of Defense Military standards

## Clearance

- Must currently retain an Active Secret clearance

## Education / Experience Requirements

<b>Minimum Degree Required:</b>	BA/BS + 5 years recent specialized or AA/AS + 9 years recent specialized or a major cert + 9 years recent specialized or 13 years of recent specialized experience
<b>Field of Study:</b>	Computer Science / MIS
<b>Years of Experience:</b>	3+ with BA/BS, 7+ with AA/AS, or 11+
<b>Certifications:</b>	DoD 8570 IAM III and IAT II Baseline Certification

## About Tkacz Engineering

Founded in 2009, Tkacz Engineering emerged as a software engineering services company specializing in the development of custom, web-based, data-driven solutions for Federal Government clients that have unique and/or difficult challenges to include:

- conducting business in a dangerous/austere part of the world
- supporting a dynamic mission where rules and requirements are constantly evolving
- requiring a quick proof-of-concept based on new business needs where technology requirements have not yet been formalized
- a necessity to digitally transform due to the inability to manage the data and information on-hand because of an absence of useful processes and adequate technology

We act as a partner to the organizations we support, strongly focusing on their requirements and providing a true user-centered design, leading to solutions that will greatly exceed expectations.

Our mission is to design, develop and continuously deliver software products that are easy to use, can provide value immediately, which fit the needs of the entire organization (stakeholders to end users) and can be modified quickly to adapt to the organization's ever-changing mission.

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## **TKacz Engineering Benefits**

Tkacz Engineering offers the following benefits:

- Holiday and Vacation Pay
- Medical, Dental and Vision
- Supplemental Medical Insurance
- Basic Life Insurance
- AD&D Insurance
- 401k with Tkacz Engineering 4% matching

If you are interested in applying / information, please email us at: [careers@tkaczengineering.com](mailto:careers@tkaczengineering.com).