



NEW JERSEY DEPARTMENT OF AGRICULTURE  
200 RIVERVIEW PLAZA  
P.O. BOX 330  
TRENTON, NJ 08625-0862



**NOTICE OF JOB VACANCY**

Government Representative 1 (Unclassified) (SharePoint Architect/Administrator)	ANNOUNCEMENT #: 25-24	ISSUE DATE: 3/18/2024 CLOSING DATE: 4/3/2024
SALARY RANGE: \$90,000.00 - \$105,000.00		<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> GENERAL PUBLIC
LOCATION: Office of the Secretary, Information Technology Unit, Trenton, NJ		
JOB DESCRIPTION		
Under the direction of the Chief Information Officer, in the New Jersey Department of Agriculture, Office of the Secretary, this role will provide administration of SharePoint Online environment; user/group policy and user account management; manage production support issues and see through to resolution; work with all levels of users to design and configure the NJDA Divisions SharePoint sites; apply best practices and governance of SharePoint; extent SharePoint functionality and when needed integrate with O365 applications like OneDrive, OneNote, MS Forms; create and maintain system documentation including installation, configuration, and appropriate troubleshooting steps; provide technical guidance to other IT team members; identify, troubleshoot, software/system issues in SharePoint environments; manage users and permission to document libraries in SharePoint; troubleshoot SharePoint and Active Directory issues or malfunctions; monitor storage space, perform routine maintenance of SharePoint sites; work closely with the NJDA-IT Support team and management on day-to-day activities; performs other related duties as needed.		
REQUIREMENTS		
EDUCATION: Graduation from an accredited college or university with a bachelor's degree in Business Information Systems or Computer Science.		
NOTE: Preference will be given to candidates with a strong understanding of Active Directory, SharePoint Online Administration, and Architecture.		
FOREIGN DEGREES: Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. This evaluation must be included with your submission and failure to submit the required evaluation may result in an ineligibility determination.		
EXPERIENCE: Minimum of 7 years' experience in a mid-level enterprise environment (200 + employees) in the SharePoint Architect/Administration role and Active Directory Administration. Solid understanding and working knowledge of SharePoint Online layout and ability to design new content libraries. Working knowledge of Windows operating systems, MS Office 365. Experience problem resolution in SharePoint Online. Excellent communication, documentation, and customer service skills. Ability to work with all levels of users.		
LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.		
AUTHORIZATION TO WORK: Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services regulations.		
NOTE: The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.		
IMPORTANT NOTICE		
Effective September 1, 2011, NJ PL 70 (NJ First Act), requires all State employees must reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than seven calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless an exemption is obtained. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.		
ELECTRONIC FILING INSTRUCTIONS		
Interested applicants must email a cover letter, including the announcement number, resume, and transcripts by the closing date of this Notice of Job Vacancy to <a href="mailto:njdajobs@ag.nj.gov">njdajobs@ag.nj.gov</a> .		
SAME PROGRAM INFORMATION		
The SAME program allows candidates, who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program and the Fast Track Hiring program, please visit <a href="https://nj.gov/csc/same/overview/index.shtml">https://nj.gov/csc/same/overview/index.shtml</a> , <a href="mailto:CSC-Same@csc.nj.gov">CSC-Same@csc.nj.gov</a> , or call (609) 292-4144, option 3.		
NJ SAME Program applicants must email a cover letter, including the announcement number, resume, transcripts, and a signed and approved copy of SAME Program eligibility documentation (Schedule A Letter or Schedule B Letter), by the closing date of this Notice of Job Vacancy to <a href="mailto:njdajobs@ag.nj.gov">njdajobs@ag.nj.gov</a> .		

The New Jersey Department of Agriculture is an Equal Employment Opportunity Employer