

Office of the Circuit Librarian

United States Court of Appeals for the Ninth Circuit

Job Announcement: #2012-5-USCA9Lib

Position:	Programmer/Analyst: SharePoint Developer Court Personnel System Classification Level: CL-28.
Position Type:	Temporary, 6-month appointment Full-time, 40 hours per week.
Pay Range:	\$31.32/hour - \$50.93/hour (based on previous experience)
Closing Date:	Consideration of applications begins on May 21; position open until filled.
Location:	San Francisco, California.

APPLICATION PROCESS

- For an application form and additional information, please visit the Employment page on our website at: www.LB9.uscourts.gov.
- Applicants selected to proceed to the next phase of the recruitment process will be contacted. Once an applicant has been selected for the position, all applicants will receive notification.

DESCRIPTION

In consultation with the library staff, the SharePoint Developer will plan, develop, implement, and document a SharePoint collaborative intranet. This will include choosing appropriate SharePoint tools, setting up workflows, and training staff.

This position requires experience in both developing and deploying all aspects of SharePoint Enterprise 2010 into a production server environment, as well as experience developing custom web parts. The ideal candidate will have experience in all aspects of SharePoint. This is a hands-on software engineering position requiring a results-oriented person with strong leadership skills, excellent problem-solving skills and excellent written and verbal communication skills. The candidate must be able to exercise mature judgment and manage multiple projects simultaneously in a fast-paced, dynamic environment. Attention to detail is critical.

REPRESENTATIVE DUTIES

- Perform system design.
- Coordinate and/or perform execution of test plans, conversion plans, and training plans.
- Apply best practices of software engineering, including proper code standards, proper testing, and proper release procedures.
- Develop and maintain documentation of SharePoint environment.
- Consult with key individuals to determine requirements, and communicate effectively with library and court employees.
- Provide oral and written status reports.
- Other duties as assigned by the supervisor (Library Systems Manager).

REQUIRED QUALIFICATIONS

- Applicant must be a high school graduate or equivalent.
- One year of Microsoft Office SharePoint Enterprise 2010 development and implementation experience, including experience, proficiency, and knowledge of content types, taxonomy, and search within SharePoint.
- Demonstrable experience in creating content types, web parts, forms, custom actions, and workflows using Microsoft SharePoint Designer and Visual Studio.
- Familiarity with XML (Extensible Markup Language), XSLT (Extensible Stylesheet Language Transformations), and ASPX (Active Server Pages).
- Excellent oral and written skills, including presentation skills.
- Ability to translate highly technical terms and jargon for non-technical staff.
- Ability to travel as needed.
- Applicant must be a United States citizen or eligible to work for the federal government.

PREFERRED QUALIFICATIONS AND SKILLS

- Bachelors degree in a related field.
- Experience in a library environment and familiarity with the basic functions of libraries; experience implementing SharePoint in a law or government environment will also be considered.
- Experience with Microsoft SQL Server Management Studio and Microsoft Internet Information Server (IIS) 7.5 administration.
- Knowledge of Lotus Notes.
- Aptitude for performing functions requiring a high degree of accuracy and careful attention to detail.
- Experience working with people at all levels.
- Ability to handle occasional moderate physical activity.

BENEFITS AND OTHER INFORMATION

Paid annual leave and sick leave hours will accrue for this position.

Enrollment in direct deposit of earnings is required.

The Ninth Circuit Library reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice.

This temporary appointment may be extended beyond six months.

The applicant selected for this position is subject to a background check which includes fingerprinting.

The Court of Appeals is an Equal Opportunity Employer