



JOB DESCRIPTION

Job Title:	Solutions Engineer	Prepared By:	Human Resources
Reports to:	Manager of Data	Approved By:	VP of HR
FLSA Status:	Exempt	Date:	2019

Donor Network West's mission is to save and heal lives through organ and tissue donation. We honor and respect the donors and families we serve with compassionate care, and inspire our communities to donate life. Every employee at DNW is responsible for fostering an organizational culture that is based on collaboration, support, and service. This includes being a proactive team player who strives for excellence by upholding the Donor Network West's core values of Teamwork, Integrity and Passion.

GENERAL JOB FUNCTION

The Solution Engineer provides designing, development, integration and application programming services and supports DNW's Business Intelligence strategies by utilizing a variety of development tools including .NET and the Microsoft SharePoint platform. The role enables and enhances DNW BI strategies. This individual participates continuous process improvement projects and exhibit quality work practice to others by example.

JOB DUTIES AND RESPONSIBILITIES

SharePoint

- Assists in designing and building of a SharePoint farm, support and maintain DNW's Microsoft SharePoint Intranet and Extranet, the DNW Portal. Defines portal site architecture and overall site structure. Identifies and defines SharePoint site requirements, including appropriate security groups. Manages site templates and standards.
- Builds common SharePoint site layouts, including common document hierarchies, event calendars, risk logs, action item logs, and decision logs.
- Troubleshoots and debugs SharePoint sites and problems reported by user and support designated Site Administrators
- Administers SharePoint server and site collections using SharePoint Central Administration.
- Assures that DNW portal is configured and maintained to regulatory requirements.
- Develops on going relationships with DNW staff to create an environment of collaboration and creativity in the portal environment.
- Provide Tier 2 support to Help Desk as required.



BI Solutions

- Develops and builds software applications solutions in .NET (using C#) for data collection, process improvement and integration functions.
- Integrates data streams from various sources such as SharePoint lists, web-based systems, MS SQL, SSAS to present BI solutions through .NET applications.
- Supports strategic goals for BI development lead by the Manager of BI, and business stakeholders in alignment with DNW goals and objectives.
- Attends training seminars, conferences, and trade shows to broaden knowledge of current and future portal and business intelligence issues and technologies.

Others

- Keep up to date with OPO industry direction, guidance and requirements. AOPO, UNOS, CMS, FDA, AATB, EBAA and HIPAA.
- Perform other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty. The qualifications listed are representative of the knowledge, skill, and/or ability required. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strong ability to analyze user requirements and build front-end BI applications.
- Demonstrate creativity in designing data driven solutions to provide process improvement
- Highly self-motivated and self-directed. Exercises independent judgement and responsibly takes action
- Strong customer service orientation
- Solid relationship management and performance management skills
- Proactive and collaborative team player who can multitask with ease, and uphold organizational core values. Good understanding of the organization's goals and objectives.
- Excellent interpersonal, priority-setting and strategic skills. Strong attention to detail, written and verbal communication skills. Thrives in a fast-paced dynamic environment, effectively prioritize and execute tasks in high-pressure environment.

EDUCATION AND EXPERIENCE

- Bachelor's degree in field of Computer Science or similar field, and minimum 5 years of development experience



- Equivalent of 5 years or more related work experience may be substituted for education qualification
- Highly proficient with SharePoint 2016 and associated components. Proven experience in installing, upgrading, and maintaining SharePoint Farms and associated operating systems.
- Healthcare experience background highly desirable.

PHYSICAL DEMAND OF WORK

On file in Human Resources.

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received and reviewed the job description for my position and I feel that I can meet the requirements with or without reasonable accommodations. I understand that this job description is intended to describe the general content and requirements of the job and that it is not an exhaustive list of all duties, responsibilities and requirements of this position. I understand that Donor Network West has the right to revise this job description at any time.

Employee
Signature:

Date:

Employee Name
(Print):

Date:
