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Office of Court Administration
Megan LaVoie, Administrative Director

Job Posting

Posting Date: April 20, 2026

Job Listing Identification Number: 00057727

State Job Classification: Web Administrator IV-V

Functional Title: SharePoint & Power Platform Developer

Monthly Salary: \$7,100.00 - \$9,100.00

Remarks: Level and salary will be determined based on qualifications and experience.

Closing Date: May 4, 2026

State Class. No. & Pay Group: 0303/B25, 0304/B27

FLSA Status: Exempt Non-Exempt

Location: Austin, TX

Type of Job: Full Time Part Time

Travel Required: Yes (5%) No

Job Description:

The SharePoint & Power Platform Developer performs advanced (senior-level) or highly advanced and/or supervisory (senior-level) web design and development work, with a focus on administration and solution delivery within Microsoft 365. This role designs, implements, governs, and supports enterprise SharePoint Online and Power Platform solutions to enable secure collaboration and business process automation. This position also acts as Tier III support for SharePoint, OneDrive, and PowerApp service requests and incidents. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment or minimal supervision, with extensive latitude for the use of initiative and independent judgment. Reports to the Manager of Solutions and Accessibility.

Essential Job Functions:

- Provides excellent customer service at all times. This includes support for level I and II helpdesk staff, appropriate escalation to management, proactive communication to management and end users as appropriate, and usage of the ticketing system.
- Design, build, and maintain SharePoint Online site collections, libraries, forms, and Power Automate workflows in alignment with organizational standards.
- Administer SharePoint Online, OneDrive, and related M365 services, including permissions, site structures, and content organization.
- Develop and support Power Apps and Power Automate solutions integrated with SharePoint, Dataverse, Azure, and other enterprise data sources.
- Establish and recommend SharePoint and Power Platform architecture, governance, naming conventions, and best practices.
- Creates, manages, and customizes interactive data visualizations, reports, and dashboards using Microsoft Power BI
- Collaborate with project teams, stakeholders, and leadership to deliver scalable, secure solutions

across multiple initiatives.

- Monitor, troubleshoot, and support SharePoint and Power Platform solutions to ensure availability, performance, and compliance.
- Provide training, documentation, and guidance to business users on modern collaboration, file sharing, and solution usage.
- Communicate task progress, risks, and outcomes to management and stakeholders in a timely manner.
- Performs all duties with a heavy emphasis on process, security, and standardization.
- Adheres and reinforces all change management processes.
- Works on multiple projects and/or tasks and works with management to prioritize appropriately.
- Performs related work as assigned and complies with all OCA policies.

To be considered for this position, a resume must be attached and applications must be complete, including start and end dates of work experiences.

Minimum Qualifications:

Web Administrator IV:

- Graduation from an accredited four-year college or university with major course work in computer information systems, computer science, or a related field; may substitute four years of full-time relevant experience for required education on a year-for-year basis.
- Two years of SharePoint design and development experience.
- Experience administering and implementing SharePoint and Power Platform solutions in SharePoint 2016, 2019 and/or Microsoft 365.
- Experience creating and maintaining data visualizations, reports, and dashboards using PowerBI.
- Experience designing workflows and automated processes using Power Automate.

Web Administrator V:

- Graduation from an accredited four-year college or university with major course work in computer information systems, computer science, or a related field; may substitute four years of full-time relevant experience for required education on a year-for-year basis.
- Four years of SharePoint design and development experience.
- Experience administering and implementing SharePoint and Power Platform solutions in SharePoint 2016, 2019 and/or Microsoft 365.
- Experience creating and maintaining data visualizations, reports, and dashboards using PowerBI.
- Experience designing complex workflows and automated processes using Power Automate.

Preferred Qualifications:

- Associate degree or 60 college hours from an accredited college or university in Web Design, Web Development, or a related field.
- Proficiency with Power Fx, HTML, CSS, JavaScript, and related web technologies.

- Experience connecting Power Platform components with Azure services (Logic Apps, API Management) and SharePoint.

Knowledge, Skills, and Abilities (KSAs):

- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Strong analytical, communication, and collaboration skills.
- Knowledge of enterprise SharePoint architecture concepts.
- Knowledge of web accessibility standards (e.g., WCAG/Section 508) and compliance validation practices.
- Knowledge of Azure services, modern data solutions, and web accessibility standards.
- Ability to quickly learn new technologies or solutions independently.
- Ability to oversee and/or supervise the work of others.
- Ability to work efficiently within a robust change management framework.

Employment Conditions:

- Regular attendance required.
- Operates standard office equipment, computer hardware and software.
- Travel may be required.
- Must sit for extended periods of time.

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met. Army: 25B Information Technology Specialist; Navy: IT Information Systems Technician; Coast Guard: IT Information Systems Technician; Marine Corps: 0673 Applications Developer; Air Force: 1D7X1 Cyber System Operations; Space Force: No military equivalent. Additional Military Crosswalk information can be accessed at

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InformationTechnology.pdf

To Apply:

All applications for employment with the Office of Court Administration may be submitted electronically through [CAPPS Careers](#) and can be viewed on www.WorkinTexas.com. Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a completed state application will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In

compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization. Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.