



Tri-County Council for Southern Maryland Job Description

Job Title: SharePoint Dashboard & Organizational Systems Specialist

Reports To: Business Engagement Manager and Career Services Manager

Grade and Salary Range: N/A – Contract position

FLSA Classification: Non-Exempt

Prepared Date / Updated Date: May 2026

Job Summary:

The Tri-County Council for Southern Maryland (TCCSMD) is seeking a skilled, detail-oriented professional to enhance an existing Microsoft SharePoint environment by developing key functionality that improves performance tracking, staff visibility, and internal system usability. TCCSMD's SharePoint infrastructure has already been established, and legacy shared drive (F: drive) files have been migrated. This project focuses on **optimizing and activating the system** through dashboard development, organizational mapping, and staff usability tools. This is a **short-term, deliverables-based engagement** requiring an individual who can work independently and bring prior SharePoint and Microsoft Office experience.

Essential Duties and Responsibilities:

- Design and build a SharePoint-based dashboard that:
 - Displays key workforce metrics across grants and programs
 - Presents data in a clear, visual, user-friendly format
 - Supports leadership decision-making and internal reporting
- Develop a clickable organizational chart that:
 - Identifies staff roles and reporting structure
 - Links staff to assigned grants, programs, and responsibilities
 - Serves as a navigation tool for internal users
- Refine existing SharePoint structure to improve usability.
- Establish clear guidance on file organization and naming conventions; and when to use SharePoint vs. Microsoft OneDrive.



- Ensure intuitive navigation for staff across programs.
- Develop simple, user-friendly materials, including Quick-start guides; navigation instructions; and file management best practices.
- Ensure staff can independently use and maintain the system.

Supervisory Responsibilities:

None

Knowledge, Skills, Abilities:

- Strong proficiency in the Microsoft Office ecosystem.
- Ability to translate organizational needs into functional tools.
- Proven ability to work independently and deliver complete solutions.

Qualifications / Required Education and Experience:

- Demonstrated experience working within and optimizing SharePoint environments.
- Experience creating dashboards and visualizing data.

Work Environment:

Work is performed primarily in an office setting. Work may require frequent travel to off-site locations for meetings and events.

Physical Demands:

The position requires the ability to operate standard office equipment and keyboards. Must have the ability to lift and carry up to 50 pounds and to walk short distances. Position may require use of a motor vehicle.

Conditions of Employment:

- Must have a valid driver's license and daily access to a vehicle.
- Must successfully complete a pre-employment background check,
- Ability to work evenings and weekends as required.



Apply Online at: <https://tccsmd.org/work-with-us/>

Affirmative Action / EEO Statement

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