

We offer competitive salary, great benefits, and work that matters to our community.

The Organization

Seattle Housing Authority (SHA) is a growing, innovative, and mission-driven Agency based in Lower Queen Anne, Seattle. We are committed to advancing housing equity throughout the city, and creating a supportive, inclusive workplace for the 650+ employees who propel SHA's mission forward every day. Through our work, we expand housing opportunities for all, cultivate strong communities, and improve quality of life for our citizens and neighbors. We are best known for centering care and respect in our relationships with clients and leading with a deep commitment to race and social justice equity.

SHA's passionate and talented workforce have elevated the organization into a nationally recognized leader in housing and development. We believe in a workplace where "everyone" means "everyone," and creating an environment where employees can do their best work is the right thing to do. SHA fosters an inclusive culture where employees are celebrated for being exactly who they are and valued for their unique perspectives shaped by their lived experiences. SHA employees enjoy competitive pay and holistic benefits, flexible and alternative work arrangements, robust learning and development opportunities, career development, employee assistance program, and several affinity groups to help staff feel connected to themselves and their peers.

Every now and then self-assurance holds us back from chasing opportunities. Studies have shown that women and people of color are less likely to apply for their dream job if they don't meet every qualification. At Seattle Housing Authority, we are dedicated to building a diverse, inclusive, and authentic workplace that celebrates your identity and the background you bring with you. We don't believe there's only one 'perfect' candidate and encourage you to apply even if you don't meet every qualification. You may just be the candidate we're looking for!

The position:

We are seeking to fill an **Office 365 Administrator Position**. The **Office 365 Administrator** will under general supervision, lead the strategic and tactical planning in the areas of Office 365 implementation, SharePoint Administration, implementation, and operations of on premises solutions and cloud-based services. Ensure development, implementation, maintenance and optimization of essential systems and processes necessary to fulfill the Agency's mission-critical business goals.

Pay is **\$47.16 – \$70.73 per hour (D.O.E, knowledge, skills, and abilities)**.

The ideal candidate has:

- **Proof of vaccination on first day of employment.** Please read our [vaccination policy](#).
- Five years of senior-level experience with related technologies (Office365, Exchange and SharePoint administration) plus one year of experience with Teams administration. Records management or data classification experience is preferred.
- Equivalent of a bachelor's degree in Computer Science, Information Technology, or a closely related field.
 - May substitute additional years of relevant work experience for education requirement.
- Valid Washington driver's license with an insurable driving record

What will you be doing?

- Provide advanced senior-level oversight and technical operation of the Office 365 Online environments. Including design, implementation, maintenance, administration, and support.
- Support SHA staff leveraging M365 Modern Workplace tools such as Outlook 2016/Web Access/Mobile, Exchange Online, MS Teams, M365 Forms, M365 Video/Stream, M365 Planner/To-Do, Azure AD Objects. Create and refine the roadmap for these technologies.
- Act as the lead consultant and subject matter expert for the Office 365 Platform (SharePoint Online, OneDrive, Teams, and other Office 365 Apps) on service requests and incidents.
- Manage, monitor, and assign software licensing, as needed; maintains compliance with SHA Microsoft licensing agreements and security requirements.
- Manage configurations and standards to identify, design, plan, recommend, and implement improvements including integrations with other systems.
- Monitor and communicate the performance of services and provide key performance metrics and status updates to IT Management.
- Create standard operating procedures, training documentation and resources, and consultation to team members to maximize application utilization and improve customer service.
- Keep abreast of and communicate regularly about system feature changes and updates and related technologies that may benefit users.
- Support records management and data classification as required

For additional information on the job, please see the [full posting](#).

For information on our hiring practices, see our [diversity policy](#) and [equity policy](#).

To apply for this position click [here](#)