



# Example of Content Administrator Job Description

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Our innovative and growing company is hiring for a content administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for content administrator

- Designing and Implementing OpenText Content Server Forms
- Implementation of Records Management Module within Content Server
- Creation, Configuration, and Editing Web forms to provide easy data entry and retrieval
- OpenText Content Server System Administration to include managing Users & Groups, Permissions, and Security within OpenText Content Server
- Other Customization of the OpenText Content Server User Interface, as required
- Content Server End-User training
- Program Management of the OpenText Content Server Implementation efforts
- Plan for migration of OpenText Content Server content and workflows into SharePoint
- Provide day-to-day support for all projects relating to crown.com
- Build and manage the publishing of content/customer results/content updates

## Qualifications for content administrator

- Three years of experience in out-of-the-box SharePoint design and customization with a focus on the design, development, and delivery of SharePoint out-of-the-box solutions knowledge of LDAP/Active Directory authentication and group security
- 5 years of Microsoft Office System and its integration with SharePoint

- Preferred experience in programming, web development, database design, network troubleshooting, process historian experience
- Work in variety of environmental conditions, such as hot or cold temperatures
- Ability to climb stairs and work with heights