

FALCONWOOD INC.

About Falconwood, Inc:

Falconwood, Inc. is a small, woman/veteran-owned business providing executive level consultants and programmatic support to Department of Defense Information Technology (IT) initiatives and programs. We provide expert consultation on a diverse range of IT subjects focusing on acquisition strategy, implementation activities and Information Assurance policy and engineering. We support the total lifecycle of Information Technology systems and applications. We have an immediate opening for a **Knowledge Management Professional** who knows their way around the IT Operations environment. If you want to be part of a dynamic team and provide yourself with a daily challenge, this job is for you.

Duty Locations: San Diego, CA

Job Description

As a member of the Knowledge Management (KM) team, the KM Lead is responsible for the development and implementation of an NGEN Knowledge Management Strategy based on the industry best practices (e.g., LSS, ITIL, PMI).

- Develop the KM Strategy, KM Implementation Plan (KMIP), Governance Plan, and Process Guide
- Establish KM performance metrics, roles and responsibilities, continual process improvement plan,
- Establish a communication plan for culture change to foster KM adoption
- Perform process assessments and identify opportunities for continuous improvement
- When practical, identify opportunities for process automation
- Establish processes and methodologies to capture NEN lessons learned, insights, and other forms of tacit knowledge from major initiatives and projects
- Develop and maintain a Knowledge Management System hosted on SharePoint 2013
- Establish a Portal Change Management process
- Oversee the development and design of SharePoint Portal
- Develop Design Requirements packages utilizing wireframes and use case scenarios, test plans, and project plans to support custom portal development

Desired Skills:

- Ability to think independently and innovatively
- Excellent public speaking and personal interaction skills
- Excellent written communication skills
- Understanding of Microsoft SharePoint administration and development

Expertise in:

- Knowledge Management best practices
- SharePoint 2013 capabilities

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Proficiency in:

- Experience as a Knowledge Management professional
- Proficiency in Microsoft Office applications, particularly Word, Excel, Visio, and PowerPoint
- Concepts of data integration and normalization

Qualifications:

- Project Management Professional (PMP) certification required
- Lean Six Sigma (LSS) Green Belt minimum
- Bachelor's degree or equivalent related experience
- >5 years' experience in:
 - Knowledge Management
 - IT Project Management/ Program Management
- Must possess a Final U.S. SECRET security clearance

Please reply directly to this position description with an updated resume and your salary requirements directly to Tiffany Cannon at tcannon@falconwood.biz.

Tiffany A. Cannon

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