

# 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 (DoD) 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 have an immediate opening for a **Knowledge Management Architect** shall collaborate with team members and customer stakeholders to develop KM solutions in SharePoint 2010. This collaborative portal environment will take advantage of capabilities available to SharePoint.

**Job Code: 324-0017 KM**

## **Duty Location:**

Norfolk, VA

*\*Minimal travel may be required.*

## **The Knowledge Management Architect will:**

- Develop, design, and maintain NEN SharePoint Portal
- Troubleshoot day to day operational issues with SharePoint sites, upgrades and migrations
- Gather user requirements and determine the appropriate SharePoint solution to meet their requirements
- Web development including HTML, CSS, and JavaScript coding.
- Generate Software Development / Site Design Requirements documentation
- Generate reports and meaningful information from very large, diverse data sets
- Apply enterprise metadata standards to improve data mining and organization
- Conduct lessons learned and insights capture interviews and develop resulting documentation
- Design, build, and deploy KMS solutions
- Gather and document requirements for developed solutions.
- Develop Testing and Acceptance plans for developed solutions.

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- Compile and present numerous report types, whitepapers, PowerPoint's and other deliverables to Government Leadership
- Manage and document system configurations

## **Required Qualifications:**

- Extensive SharePoint 2007/2010 experience to include collection administrator, development and design, n-tier applications, and migrations
- Familiarity with the Software Design Life Cycle
- Experience gathering and building to requirements for systems development
- SQL Server 2008 R2 experience
- Familiar/proficient in concepts of data integration and normalization
- Ability to gather metrics and report on relevant findings
- Experience in large IT environments (100,000+ users)
- Familiarity with HTML 4.01 and 5, XHTML 1.1, XML, CSS 2 -3 , JavaScript, RSS, REST, CSOM, and SharePoint Sever Object Model
- Familiarity with Web development for the following browser platforms: Internet Explorer 8, 9, 10, 11, Edge
- Proven experience with .NET Framework
- Familiarity with Department of Navy (DON) command organization and IT infrastructure
- Proficiency in Microsoft Office applications including Word, Visio, Project, PowerPoint
- Proficient to master level Microsoft Excel and Access skills
- Experience working in an IT environment in an operational capacity (i.e., Data Analyst, LAN Administrator)
- Excellent written and verbal communication skills
- Excellent public speaking and presentation skills to executive audiences

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- Ability to work remotely with minimal on-site supervision
- SECRET security clearance

## **Education Requirements:**

- Bachelor's degree or equivalent related experience
- Certificates (e.g. ITIL) - ITIL v3 Foundations Certification, ITIL v3 Service Transition, ITIL v3 Service Design, Defense Acquisition University (DAU) Acquisition 101, Defense Acquisition University (DAU) Organizational Conflicts of Interest (OCI), CIW Associate Certification

## **Desired:**

- Experience in large IT environments (100,000+ users)
- Familiarity with Department of Navy (DON) command organization and IT infrastructure
- Familiarity with Navy Marine Corps Intranet (NMCI) and other Navy network environments

**Please reply directly to this position description with an updated resume and your salary requirements directly to Travis Jones at [tjones@falconwood.biz](mailto:tjones@falconwood.biz).**

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