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 **Senior Microsoft O365 SharePoint Online Architect/Engineer** who knows their way around the IT Operations environment with enterprise migration experience. As a member of the iNAVY Program Office, the Senior SharePoint Solution Architect will serve as the SharePoint expert when interfacing with the user community and solutions providers. This includes providing recommendations to the Government for managing SharePoint.

Location

- Washington, D.C.

Senior Microsoft O365 SharePoint Online Architect/Engineer:

- Gather user requirements and determine if third-party solutions are appropriate in a DOD environment
- Manages and administers integrated methods, enabling the organization to identify, capture, catalog, classify, retrieve, and share intellectual capital and information content. The methods may include utilizing processes and tools (e.g., databases, documents, policies, procedures) and expertise pertaining to the organization.
- Develop Governance plan, policy, and supporting documentation
- Interface with user community's Site Collection Administrators to address questions and concerns
- Interface with solution providers (Microsoft, Farm Administrators) to serve as customer advocate
- Support/troubleshoot issues with SharePoint platform, upgrades, and migrations

Skill and Specifications

- Expert understanding of SharePoint end-to-end (from farm to end-user) and ability to map requirements
- Detailed information on the Tasks and Knowledge, Skills and Abilities (KSAs) associated with each Navy Specialty Area

- Ability to communicate complex business information to technical audiences and complex technical information to business audiences
- Hands on SharePoint migration experience (with and without 3rd party tools)
- Expert in NINTEX Workflows capabilities
- Expert in SharePoint best practices, limitations, and capabilities
- Proficient with Knowledge Management best practices
- Excellent written and verbal communication skills
- **Must possess a SECRET security clearance**

Required Qualifications

- ITIL v3 Foundation certification
- **Security+ CE certification (Required)**
- Bachelor's degree or equivalent related experience
- 5-7 years in SharePoint Site Collection Administration
- 5-7 years in SharePoint Farm Administration

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

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