

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 **SharePoint Administrator** 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 SharePoint Administrator will manage site collections, develop and maintain applications, and advocate the overall portal's health. Effective communications with the team of Developers, Analysts, Managers, and Customers are essential for determining requirements, developing dashboards, reports, and meaningful information from integrated datasets. Site Columns, Content Types, NINTEX workflows, and other SharePoint features are used to enhance usability.

- Gather user requirements and determine the appropriate SharePoint solution to meet their requirements
- Develop and maintain SharePoint 2013 solutions and process routine change requests
- Develop workflows to automate processes using NINTEX workflows
- Extract and transform information from MS Excel and MS Access into SharePoint solutions
- Apply metadata standards to improve data mining and organization using Site Columns & Content Types
- Troubleshoot day-to-day operational issues with SharePoint sites, upgrades and migrations

Desired Skills:

Expertise in:

- SharePoint 2013 to include site collection administrator, development and design
- NINTEX workflows

Proficiency in:

- Software Development Life Cycle Process (e.g., SDLC, Agile, SCRUM, Lean, etc.)
- HTML, CSS, JavaScript
- .NET Framework, C#
- ASP.NET Web Forms or equivalent application language
- SQL and physical/logical database design
- Department of Navy (DON) command organization, IT infrastructure and IA policies

FALCONWOOD INC.

- Concepts of data integration and normalization
- Knowledge Management best practices
- Microsoft Office applications including Word, Visio, Project, PowerPoint, Excel and Access
- Excellent written and verbal communication skills

Qualifications:

- Has a minimum of one (1) Department of Defense (DoD) 8570.01-M IAT Level II

Certification:

- Cisco Certified Network Associate (CCNA) Security
- Cybersecurity Analyst+ (CySA+)
- Global Industrial Cyber Security Professional (GICSP)
- Global Information Assurance Certification's Security Essentials (GSEC)
- Security+ CE
- Systems Security Certified Practitioner (SSCP)
 - Bachelor's degree or equivalent related experience
 - >5 years' experience in:
 - SharePoint Administration
 - Web Development
 - Knowledge 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

Falconwood, Inc.

Office: 703.888.4328

Email: tcannon@falconwood.biz

FALCONWOOD  INC.