



## **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 contingent FY 2016 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 want to provide yourself with a daily challenge, this job is for you.

## **Location**

- Arlington, VA, or Washington, D.C. (Navy Yard)

## **Job Description**

The SharePoint Administrator will manage site collections, service applications and advocate its health. Effective communications with Developers, Analysts, Managers, and Customers is essential for determining requirements, developing dashboards, reports, and meaningful information from integrated datasets. Site Columns, Content Types, workflows, and other SharePoint features are used to enhance usability.

- Develop and maintain SharePoint 2010 solutions and process routine change requests
- Develop SharePoint reports, pivot tables, run macros, and create record sets.
- 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
- Manage and document system configurations
- Extract and transform information from MS Excel and MS Access into SharePoint solutions
- Generate reports and meaningful information from large, diverse data sets
- Apply metadata standards to improve data mining and organization using Site Columns & Content Types
- Familiar/proficient in concepts of data integration and normalization
- SQL Server 2008 R2 experience

## **Skill and Specifications**

- Extensive SharePoint 2010 experience to include collection administrator, development and design, n-tier applications, and migrations
- Familiarity with the Software Design Life Cycle
- Familiarity with HTML 4.01 and 5, XHTML 1.1, XML, CSS 2 -3, JavaScript, RSS
- Proficient in Web development for following browser platforms: Internet Explorer 9, 10, 11, Edge
- Proven experience with .NET Framework
- Proficiency in Department of Navy (DON) command organization, IT infrastructure and IA policies
- Proficiency in Microsoft Office applications including Word, Visio, Project, PowerPoint
- Proficient to master Microsoft Excel and Access skills
- DoD IT operational experience (i.e., Data Analyst, Desktop Support)
- Excellent written and verbal communication skills
- Ability to work remotely with minimal on-site supervision
- Must possess a Final U.S. SECRET security clearance

## **Qualifications**

- ITIL v3 Foundation certification (preferred)
- Bachelor's degree or equivalent related experience
- >4 years in SharePoint Administration



- >3 years in Knowledge Management

**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).**