

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 an **SharePoint Developer** will provide SharePoint development and training to meet desired Government metrics for SharePoint enhancement and expansion to meet key Division business and technical needs.

Job Code: OP-SPD 02-18

Duty Location:

Pentagon and Crystal City

**Minimal travel may be required.*

The SharePoint Developer will:

- Manages OPNAV CIO roles, groups, and permissions of the users and communities/Directorates.
- Develop and enhance SharePoint Capabilities and Functions to include visualization, report, and new display capability
- Update, troubleshoot, and maintain Directorate for Operational SharePoint Sites and Provide technical support for users and content managers
- Report usage statistics and other metrics to OPNAV CIO leadership
- Manage and triage feedback from users
- Develop in-person and on-demand training; develop technical materials for end-users and future technical administrators to ensure continuity of operations
- Testing and documentation: Develops usability plans and tests to ensure feedback from OPNAV SharePoint users is incorporated in the final SharePoint design and needs are addressed; creates best practices documentation
- Liaises with OPNAV CIO Directorates to maintain business operations workflow and that the design is compliant with federal IT standards; liaises with appropriate stakeholders and staff offices to ensure their requirements are being met

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Required Qualifications:

- Bachelor's Degree w/5 Years of experience
- **Active Secret Clearance**
- Working knowledge of Department of Navy IT systems, NMCI and NGEN.
Experience training non-technical users on the use of a technical platform
- Knowledge of MS Office Suite, SharePoint 2010 and 2013, .NET, HTML, CSS, and Javascript
- Interpersonal skills required in order to interact effectively with staff and all levels of management in identifying and resolving issues and dealing with sensitive problems and situations
- Security +

Please reply directly to this position description with an updated resume and your salary requirements directly to Travis Jones at tjones@falconwood.biz.

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