

Portal Design and Technical Troubleshooting

About VOTA Consulting Corporation:

VOTA Consulting Corporation is a small, woman-owned, 8a Certified 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 program management support, budgeting & cost analysis and enterprise policy implementation.

We support the total lifecycle of Information Technology systems and applications. We have an immediate opening for a **SharePoint Portal Design and Technical Troubleshooting** Professional 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

Qualifications:

Education: The SharePoint Designer shall have a Bachelor's Degree in Computer Science, Information Technology, Computer Engineering, Cyber Security, or an equivalent bachelor's degree from an accredited college/university or five (5) years of experience in SharePoint Development (including customized code, creating/modifying web parts, creating/modifying SharePoint Workflows).

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

Security Clearance: The SharePoint Designer must possess a Final U.S. SECRET security clearance.

Certification: The SharePoint Designer may have one of the following certifications to comply with Department of Defense (DoD) 8570.01-M IAT Level II Baseline Certification requirements: 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).

Work Experience: The CNAP N6 - SharePoint Designer shall have five (5) years Navy or equivalent experience working with the following:

- Experience in SharePoint Development (including customized code, creating/modifying web parts, creating/modifying SharePoint workflows).
- Experience with Software Development Life Cycle Process (May include SDLC, Agile, SCRUM, Lean, etc.)
- Experience with software development including any or more than one of the following (Unit Testing, System Testing, Functional Testing, User Acceptance Testing, or other development testing experience).
- Strong proficiency in the .Net framework and coding in C#.
- Proficiency in ASP.NET Web Forms or equivalent application language.
- Proficiency in SQL and physical/logical database design.
- Experience in documenting software defects, using a bug tracking system, and report defects to software developers and project managers.
- Experience development HTML, CSS, and JavaScript/JQuery.
- Experience managing content in an online or Web environment.
- Experience working within the CNAP community.
- Ability to develop unconventional solutions for customer requirements in a collaborative environment as part of a dynamic team.
- Microsoft Office Suite (Word, Excel, Outlook, SharePoint).
- SharePoint 2013 development experience
- Visual Studio 2013 experience
- C#, ASP.NET, JavaScript, CSS, XSLT, jQuery, and SharePoint Designer 2013 experience.

Responsibilities Include:

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 Works with end-users to address requirements, usability, accessibility, and change requests to ensure website functionality. Identifies issues and recommend solutions. (Approximately 400-450 time annually).

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 • 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

Please reply directly to this position description with an updated resume and your salary requirements directly to Lorraine Anne Costello at info.votacc.com. Please also include the title of this position in the subject line of your email

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