

Knowledge Operations Manager (SharePoint Manager)

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Company: Vectrus

Location: Qatar

Category: other-general

Overview

This position description is subject to change at any time as needed to meet the requirements of the program or company. The Knowledge Operations Manager will administer, operate, maintain, and sustain AFCENT SharePoint and other web technologies for standardized layout development, accessibility, and security. OCONUS locations for these positions include Jordan, Kuwait, Qatar, Saudi Arabia, and United Arab Emirates.

Responsibilities

Major Job Activities:

Administer, operate, maintain and sustain AFCENT SharePoint and other web technologies for standardized layout development, accessibility, and security.

Ensure information is cleared by the local Public Affairs office prior to publishing.

Ensure pages are not programmed with other languages without written approval from the AFCENT Network Operations and Security Center (NOSC).

Provide training to local end users, site owners, and knowledge managers (KM).

Ensure web technologies are in accordance with AFCENT Web Standardization Concept of Operations and Special Instructions to Communicators (SPIN-C).

Coordinate with the NOSC to maintain the integrity of enterprise applications.

During troop rotation, update pages with new Points of Contact (POCs) within the first two weeks of the active duty POC's rotation.

Update web pages within 72 hours of receiving an update request.

Coordinate squadron update requests with site owners.

Attend and participate in NOSC-directed meetings and conferences.

Augment the Base Record Manager, Base Publication Manager, and the Base Privacy Manager.

Perform maintenance and management of physical records, electronic records, publications, and SharePoint.

Serve as the record custodian and provide continuity between active duty member rotations.

Material & Equipment Directly Used:

Standard office equipment.

Working Environment:

Working environment is a climate-controlled facility. Outdoor temperatures may exceed temperatures of 100 degrees Fahrenheit.

May require support during periods of non-traditional working hours including nights or weekends.

Physical Activities:

Must be able to lift / push / pull 40 lbs. unassisted.

Qualifications

Required Education / Certifications:

High School Diploma or GED

IAT-II Level Certification

Microsoft-Certified Technology Specialist - SharePoint and SharePoint Server

Microsoft-Certified Information Technology - SharePoint Administrator

. Citizen

Active Secret Tier 3 Security Clearance

Experience / Skills:

Associate level experience in design, maintenance, and operation of medium to large SharePoint Farm; understanding SharePoint infrastructure and administering other supported technology; creating custom work flows; business process analysis and understanding of user and functional requirement; business process mapping; system implementation (., conceptual and detailed design, configuration, requirements process analysis, and testing); reviewing and recommending software applications as well as identifying hardware salient characteristics and any add-on devices; systems management, monitoring, and sustainment; hardware repair for servers, PCs, peripheral equipment; software installation, maintenance, and sustainment.

Associate level of experience in Microsoft Office SharePoint Server 2013 or later; SharePoint Designer 2013 or later; Microsoft SQL Server 2012 or later; Microsoft Customer Relationship Management; Microsoft Active Directory Federated Service; Microsoft Enterprise Server 2012 or later; Microsoft Windows Operating Systems; Microsoft Active Directory; Collaboration, portals, enterprise search, enterprise content management, business data catalog, shared services provider; Creating/assembling custom web parts, specifically for enterprise search functionality and web part user interface elements customizations; SharePoint templates, application templates, master pages, and role-based templates, custom handlers; STSDEV with Visual Studio 2015 Enterprise or later; XML, AJAX, web services, and XSLT; NET framework, to include .NET 2.0, 3.0, and 3.5; and creating custom controls in .NET and deploying them in SharePoint 2013 or later.

Associate level of experience in analyzing and troubleshooting military networks.

Supervisory / Budget Responsibilities:

TBD

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