

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

FUNCTIONAL DUTIES Serves as SharePoint Program Manager in the Enterprise Business Innovation & Analytics (EBIA) Department of the Office of Technology (Office), Metropolitan Washington Airports Authority (Airports Authority). Executes enterprise SharePoint solution development projects and ensures a successful implementation of SharePoint content management systems and applications. Partners with the Enterprise Architecture (EA) team to understand the goals, processes, and technology requirements for developing SharePoint solutions in conformation with the Airports Authority's Enterprise Architecture best practices and works closely with developers on the EBIA team and other Office staff to deliver the solutions. Performs related functions.

Through subordinate organization, staff and consultants, or personally, and in collaboration with the Director, EBIA and other key staff throughout the Office:

--Manages the project management life cycle for the implementation of SharePoint solutions. Acts as point of contact through the process using Agile methodology, development of continuous integration, test driven development, and Agile productivity tools. Leads project planning activities, requirement prioritization, and resource allocation across all project tasks, technical designs, development, and delivery. Leads daily activities of the team to ensure that all work is completed according to scheduled plans and ensures quality standards are met.

--Designs and develops SharePoint solutions using SharePoint designer and .NET technologies and knowledge of SharePoint platform architecture, SharePoint Services, SharePoint Server Object Model, and related technologies and their interdependencies. Provides expert-level technical support in the development of SharePoint applications using a range of technologies and database tools, Service-Oriented Architecture (SOA), and Web Services their principles, and their patterns at an enterprise level as they relate to SharePoint applications, Microsoft Web technologies, and frameworks including .Net frameworks, SharePoint 2013, ASP.NET, CSharp, Internet Information Services (IIS), Microsoft SQL Server, JavaScript, Hyper Text Markup Language (HTML), JQuery, JavaScript Object Notation (JSON), Extensible Markup Language (XML), and PowerShell Scripting web Application Program Interface (API).

--Provides expert-level technical support in developing and leading SharePoint content management solutions that focus on customized workflow management, document archiving, and content creation and deployment strategies with knowledge of SharePoint product features such as content types, lists and libraries, master page customization, page layouts and site templates, multi-user workflow, document management, content migration, feature framework and publishing infrastructure.

--Leads SharePoint testing, training, content enhancement, and site launch with experience of the continuous integration and test driven development.

--Ensures that the appropriate EA standards are developed and adopted in the delivery of SharePoint projects by contractors and vendors, including the usage of tools, platforms,

methodologies, controls, and test plans to ensure efficiency, quality, and consistency with the finished product(s). Performs quality assurance reviews on contractor/vendor submitted artifacts and serves on peer review panels.

--Maintains the repository for source code. Ensures that all source code is reliably backed up and versioned to prevent disruption to the project team(s). Develops guidelines and standards for in-house code development and ensures that any vendor supplied code conforms to these standards for maintenance and enhancements.

--Communicates and interacts effectively with internal and external business contacts including, but not limited to, other members of the unit/team, other Airports Authority employees (such as managers, supervisors, professionals, and support staff), vendors, suppliers, Airports' tenants, and the Airports' users.

--Uses a computer and (a) modern office suite software (such as MS Office) to communicate (email), plan, schedule, word process, prepare presentations and graphics, manipulate data (spreadsheets and databases), and perform or conduct research (Internet use); (b) enterprise system/software for budgeting, time and attendance reporting, and other functions; and (c) special systems/software used in the Office.

--*Performs other duties as assigned or as determined on own initiative.*

MANAGERIAL AND SUPERVISORY DUTIES: In the context of Division functions and operations, provides:

Organizational Planning Establishes goals. Develops program plans and milestones. Assigns priorities. Develops policies and procedures. Projects budget requirements and allocates available resources.

Program Direction Communicates organizational goals. Keeps employees and other managers informed. Develops and establishes review systems to assist in achieving goals and results. Reviews costs, manages fiscal resources and maintains control over assigned Airports Authority resources and assets.

Human Resource Management Selects, assigns and develops employees. Delegates and assigns work. Evaluates employee performance and administers human resource management programs established by the Airports Authority. Ensures the application of Equal Employment Opportunity (EEO) principles and adheres to EEO requirements.

Program Evaluation Reviews program quality and progress toward achieving goals on a periodic basis. Takes corrective actions to maintain work progress on schedule, improve employee performance or modify program goals or operations, as appropriate.

Critical features of this job are described under the headings below. They may be subject to change through reasonable accommodation or otherwise.

MINIMUM QUALIFICATIONS (MQs)

To be rated qualified for this job, an applicant must meet all of the MQs listed below at the time of vacancy announcement closure.

1. Bachelor's Degree in Computer Science, Engineering, Management Information Systems, or a field providing a strong foundation for successful performance of the DUTIES in this job description, or an equivalent combination of education, experience, and training that totals four years.
2. Seven years of progressively responsible experience in software development that includes substantive work in most of the DUTIES in this job description, including: (a) delivering projects in SharePoint technologies; (b) developing content management solutions using SharePoint product features such as content types, lists and libraries, master page customization, page layouts and site templates, multi-user workflow, document management, content migration, feature framework and publishing infrastructure; (c) developing custom applications using a range of technologies and database tools, service-oriented architecture (SOA) and Web Services at an enterprise level as they relate to SharePoint applications, Microsoft Web technologies and frameworks; (d) utilizing business processes that conform with information technology (IT) project delivery methodologies such as SDLC and EA standards.

A fully equivalent combination of education and training beyond what is needed to satisfy MQ 1 above may be substituted for up to two years of these seven years of experience. For example, a master's degree in any field that indicates the ability to successfully perform the DUTIES in this job description may be substituted for two years of experience.

3. Education, experience or training indicating the ability to perform successfully as a first level supervisor such as the ability to plan/assign/review work, deploy personnel, monitor work operations, obtain effective results and perform a full array of supervisory personnel functions.

PREFERRED QUALIFICATIONS

The qualifications listed below (if any) are preferred and may be considered in the selection process, but they are not required to be rated qualified for this job.

1. A Master's Degree in Computer Science or Engineering.
2. Certification as a Certified ScrumMaster, Microsoft Certified Solutions Expert (MCSE), Microsoft Certified Solutions Developer (MCSA), and/or a SharePoint certification or SharePoint Applications certification.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER FACTORS (KSAOs)

The following KSAOs are required for successful performance of this job and are a basis for rating and ranking applicants who are found to meet the MQs. *Local, Federal, airport industry or Airports Authority specific bodies of knowledge listed below may be acquired on the job,*

typically; ability to rapidly acquire them is required at the time of vacancy announcement closure.

1. Knowledge of Airports Authority management functions, policies and procedures, including EEO principles and requirements, and knowledge of supervisory principles, altogether to manage the operations and programs of the unit/team and to perform supervisory functions.
2. Expert level knowledge of business processes and IT project delivery methodologies, such as SDLC, Agile and EA standards, to effectively execute and develop app solutions for major technology projects. Ability to contribute to the development of projects and enhancements / migrations.
2. Expert level knowledge of SharePoint application development using a range of technologies and database tools, Service-Oriented Architecture (SOA) and Web Services, its principles, and its patterns at an enterprise level as it relates to SharePoint applications, Microsoft Web technologies and frameworks including .Net frameworks, SharePoint 2013, ASP.NET, CSharp, Internet Information Services (IIS), Microsoft SQL Server, JavaScript, Hyper Text Markup Language (HTML), JQuery, JavaScript Object Notation (JSON), Extensible Markup Language (XML), and PowerShell Scripting web Application Program Interface (API) to lead in the design and develop SharePoint solutions.
3. Expert level knowledge of SharePoint content management solutions that focus on customized workflow management, document archiving, and content creation and deployment strategies with knowledge of SharePoint product features such as content types, lists and libraries, master page customization, page layouts and site templates, multi-user workflow, document management, content migration, feature framework and publishing infrastructure and knowledge of SharePoint content management solutions that focus on customized workflow management, document archiving, and content creation and deployment strategies with knowledge of SharePoint product features such as content types, lists and libraries, master page customization, page layouts and site templates, multi-user workflow, document management, content migration, feature framework and publishing infrastructure to lead and provide technical support in development of SharePoint content management solutions.
5. Skill in problem solving to select, organizes, and logically process relevant information (verbal, numerical, or abstract) to solve a problem. This includes the ability to recognize subtle aspects of problems, identify relevant information, and make balanced recommendations and decisions. Examples include identifying technical issues that pose a risk to technology projects and working with business stakeholders to minimize and/or eliminate risks; integrating and developing solutions across different web/mobile technologies when technological advancements are introduced; and analyzing data and work from established procedures within the organization to manage the technical facets of major technology projects including ensuring projects are complying with established EA standards, and translating business requirements into sprint story boards or technical design specifications.

7. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner.
8. Skill in oral communication to understand verbal information (including instructions, descriptions, and ideas), and to express such information verbally so that others will understand, and concerning some issues, be convinced or persuaded. This includes the ability to encourage effective oral communication by others. Examples include communicating with business stakeholders and program and project managers regarding their web and mobile applications.
9. Skill in written communication to understand written information (including instructions, descriptions, and ideas) and to express such information in writing so that others will understand, and concerning some issues, be convinced or persuaded. Examples include preparation of status reports and translating business requirements into executable sprint packages or technical design specifications.
10. Skill in using a computer and (a) modern office suite software (such as MS Office) to communicate (email), plan, schedule, word process, prepare presentations and graphics, manipulate data (spreadsheets and databases), develop reports, and perform or conduct research (includes Internet use to search out new products and technologies and keep up with technology); (b) enterprise systems/software for requisitioning, budgeting, time and attendance reporting, and other functions; and (c) special systems/software (such as project planning-work tracking software, inventory-accounting software, and CMMS software) to enter, track and extract information.

RESPONSIBILITY Is responsible for leading, executing, and developing Airports Authority SharePoint solutions. Work supports the strategic goals of the Airports Authority in terms of advancing e-Business opportunities for Airports Authority end-users, business stakeholders, and vendors.

Reports to the Director, Enterprise Business Innovation and Analytics (Supervisor). Most work flows to the incumbent as a result of assigned functions and processes. Other work is typically in the form of special assignments. The Supervisor provides broad objectives and policy guidance for recurring assignments and, in consultation with the incumbent, brief instructions and time frames for special projects. The incumbent collaborates with and keeps the Supervisor informed and typically elevates only highly complex or highly sensitive issues for assistance in resolution; initiative is expected. The incumbent coordinates closely with a variety of internal and external parties to fully understand and appropriately consider development applications. Work is typically reviewed in terms of quantity, quality, timeliness, customer service, teamwork adherence to guidelines, and other factors, including performance evaluation goals and measures.

Guidelines and references include but are not limited to, Office policies, procedures, and standards (e.g. Office of Technology Standards, Change Management Process, Root Cause Analysis Procedure, Technology Advisory Committee Project Submittal Procedure, Electronic Communications System Policy, and Enterprise Technology Management Policy, etc.); Information Technology Infrastructure Library (ITIL), PMO best practices, SharePoint,

Microsoft, and other technologies manuals, guidelines, procedures, etc. The incumbent uses seasoned judgment to select and apply the most appropriate guideline in the executing and developing of SharePoint solutions.

EFFORT The work is primarily sedentary and typically requires light physical effort as in opening/closing file drawers, lifting and carrying files/plans, etc. Incumbent may sit for extended periods while performing desk work; moves about to obtain or distribute work materials, meet with people, etc. Regularly uses a computer to develop reports, analyze proposals and perform other tasks; operates other office equipment. Frequently exchanges information by telephone. Regularly reviews information on computer screens, printouts, contracts, and regulations containing small print.

WORKING CONDITIONS Works primarily in an adequately lighted, ventilated and temperature controlled office and conference rooms. May experience some job pressure from tight deadlines, changing priorities.

OTHER SIGNIFICANT JOB ASPECTS None.