

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

DUTIES Serves as SharePoint Solution Developer, in the Enterprise Business Innovation & Analytics (EBIA) Department of the Office of Technology (Office), Metropolitan Washington Airports Authority (Airports Authority). Participates in developing and implementing SharePoint sites and SharePoint applications. Partners with the Enterprise Architecture (EA) team to understand the goals, processes, and technology requirements for developing Enterprise SharePoint intranet sites and custom applications and works closely with developers on the EBIA team and other Office staff to deliver SharePoint solutions. Performs related functions.

--Designs and develops SharePoint solutions using SharePoint designer and .NET technologies with knowledge of SharePoint platform architecture, SharePoint Services, SharePoint Server Object Model, related technologies and their interdependencies.

--Provides technical support in the development of SharePoint applications using a range of technologies and database tools, Service-Oriented Architecture (SOA) and Web Services at the enterprise level as 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).

--Provides technical support in the development of SharePoint content management solutions that focus on customized workflow management, document archiving, and content creation while deploying 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.

--Provides technical support in SharePoint testing, training, content enhancement, and site launch with knowledge of Agile methodology, the development of continuous integration, test driven development and Agile productivity tools.

--Helps ensure that appropriate EA standards are developed and adopted in the delivery of SharePoint solutions 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.

--Works with Supervisor in maintaining the repository for source code; helps ensure source code is reliably backed up and versioned to prevent disruption to project team(s). Assists in the development of guidelines and standards for in-house code development and helps ensure that any vendor supplied code conforms to the EBIA Department 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 related duties as assigned.*

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. A Bachelor's Degree in Computer Science, Engineering, Management Information Systems, or a field which provides a strong foundation for successfully performing the DUTIES in this job description, or an equivalent combination of education, experience and training that totals four years.
2. Five 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) creating custom applications using a range of technologies and database tools, Service-Oriented Architecture (SOA) and Web Services, at an enterprise level relating to SharePoint applications, Microsoft Web technologies and frameworks; (d) utilizing 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/or PowerShell Scripting web Application Program Interface (API).

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 five 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.

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. Microsoft Certified Solutions Expert (MCSE): SharePoint certification and/or Microsoft Certified Solutions Developer (MCS D): 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 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 design and develop SharePoint solutions.
2. 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 provide technical support in the development of SharePoint solutions at the enterprise level.
3. Knowledge of business processes and IT project delivery methodologies, such as SDLC, Agile methodology, the development of continuous integration, test driven development, Agile productivity tools and EA standards, to effectively develop app solutions for major technology projects and contribute to the development of projects and enhancements/migrations.
4. 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 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.

5. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner.
6. Skill in oral communication to understand verbal information (including instructions, descriptions, and ideas), and to express such information verbally so that others will understand. This includes the ability to encourage effective oral communication by others, such as business stakeholders and program and project managers regarding their SharePoint sites and applications.
7. 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. This includes preparation of status reports and translating business requirements into executable sprint packages or technical design specifications.
8. 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), and perform or conduct research (Internet use); (b) enterprise system/software for time and attendance reporting, and other functions; and (c) special systems/software used in the Office.

RESPONSIBILITY Is responsible for developing 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 a Program Manager in the EBIA Department (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 objectives and some 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 sensitive issues for assistance in resolution; initiative is expected. The incumbent works 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 specific performance management requirements.

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.