# Career Opportunity

### Project Manager - SharePoint

Washington DC

**Essential Functions and Job Responsibilities:**

The successful candidate’s core responsibilities will include, but not to be limited to:

* Supervision of substantial information technology operations, which encompass user systems, integration, deployment, and training, in diverse operating environments with employees of various job categories and skills.
* Technical management of operational SharePoint platform of Enterprise Business Collaboration environments, oversight of development and execution of technology plans, performance management, capacity planning and operations to include routine processing, monitoring, incident management and problem resolution.
* Management of Microsoft Project Server and UMT Project Essentials.
* Oversight of all PMBOK processes for software and application operational environments such as Development, Test, Enterprise Performance Test (EPT), Staging, and Production
* Managing infrastructure as a Service (Iaas) EBC Virtual Development Environment (VDE)
* Management and support of all PM services such as; Development, distribution, and maintenance of all project plans and schedules. Development of status burn-down/Quad charts and topical management briefings. Coordination of all meetings, meeting minutes documentation and coordination for technical meetings. All plans, submission, and approval of project closeout and transition activities including lessons learned and project sponsor sign-off.
* Governance, oversight, and support of technical resources, subject matter experts, systems engineer efforts related to creating, reviewing, presenting, discussing and coordinating change management procedures per sponsoring agencies requirements.
* Oversee development and maintenance of long-term evergreening schedule in collaboration
* The scheduling and management of all deployment activities of EBC software to pre-production, and finally, production environments.
* Coordination with the Help Desk in support of managing incidents including Incident calls, logs for alerts, real-time analysis and supporting the monitoring report analysis.
* Oversee capacity planning reports, active participation in information resources capacity reviews and pro-active evaluation of requirements and trends to forecast recommendations and transition plans.
* Responsible for all deliverables per the PWS including, but not limited to;
* Contractor Program Management Plan, Performance measures Plan, Weekly Status Reports, Current State Report, Project Management Report (PR), Capacity Planning and Performance Report, Capacity Management Report, Help Desk Report, Build and Deploy Framework Guide, Installation and Configuration Guide, Standard Operating Procedure, Roles and Responsibilities Matrix, Transition Status Report, Technical Proof of Concept Report, Outage Report.

**Minimum Requirements:**

* BS in Computer Science, Information Systems, Business, or related field
* Project Management Professional certification
* Hold or be able to hold a 6C Public Trust Clearance.
* Experience with the planning, management, leadership, coordination, budgeting, customer contact and execution of large-scale and complex projects similar in nature, scope, and complexity to work contemplated in this PWS.
* Supervision of substantial information technology operations, which encompass user systems, integration, deployment, and training, in diverse operating environments with employees of various job categories and skills.
* 5+ years of technical experience in information technology with experience as a Project Manager.
* Strong technical understanding of information technology systems and services.
* Strong technical understanding of the areas of work and many of the technologies indicated in the PWS.
* Working understanding of Capability Maturity Model Integration (CMMI) Development Maturity Level 3 or CMMI Services Maturity Level 2 or higher and ITIL v3, with an emphasis on configuration management and change management.
* Expert knowledge of recent technological advances in computer science and engineering.
* Excellent written and verbal communication skills, including experience in presenting material to senior Government officials.
* Ability to interact and communicate with key managers and functional experts including internal service delivery teams, client project teams, external service provider project teams, and subcontractors to understand the current environment, the contract requirements and proposed solution; and to develop and gain approval for project scope, schedule, cost and quality management plans to implement technical solutions.
* Demonstrated experience in executing, monitoring, and managing projects to successful, high-quality and on-budget completion. 7.2 subcontractors to understand the current environment, the contract requirements, and proposed solution.

**Desired Qualifications:**

* Microsoft Project Management and Project Server certifications preferred.
* Master’s in computer science, Information Systems, Business, or related field

EM Key Solutions (EMKS) provides our customers with value-added management consulting and information technology services that consistently deliver success. From Systems Lifecycle Support and Healthcare IT Solutions to Network and Desktop Solutions and e-Business, EMKS is focused on making our clients’ businesses run smoother and better. With a highly trained technical staff, we apply state-of-the-art information technologies, the industry's most advanced methodologies, and broad-based support services to clients in U.S. Government agencies and the commercial sector.

**EMKS is an Equal Opportunity Employer.  
All qualified candidates are encouraged to apply, including:  
Minorities, Women, Individuals with Disabilities, and Veterans.**