



## **Positions: Knowledge Systems Specialist - Senior**

SE2S is seeking a **Knowledge Systems Specialist - Senior** to support our team in the Coronado, CA area.

We are looking for a qualified person to support Naval Special Warfare in support of their Enterprise Knowledge Management team that can provide support for the creation, testing, migration, documentation, maintenance, and daily operation of SOF Enterprise collaboration capabilities.

Can analyze business needs and processes; recommending the best methodologies and tools (from approved platforms); developing and designing out of the box solutions; coordinating across the organization to ensure enterprise solutions are utilized; providing training for users. Engages as the subject matter expert on our selected platforms – including Microsoft SharePoint, Microsoft Office 365, and emerging collaboration tools as identified to successfully satisfy information to include:

- Implement, manage, and support Knowledge System Tools.
- Engage as the Subject Matter Expert on selected platforms, to include but not limited to Microsoft SharePoint, Microsoft Office 365 and emerging collaboration tools as identified to successfully satisfy information requirements.
- Provide solutions by analyzing business needs and processes, recommending the best methodologies and tools (from approved platforms).
- Identify, log, and logically map organizational data flows and their respective information systems and work closely with users and stakeholders to analyze and determine detailed business requirements, goals, and risks in order to formulate and define technical scope and objectives of projects as they relate to SharePoint solution opportunities.
- Provide extensive experience creating SharePoint out of the box apps or collaborative tools to include lists, document/form libraries, discussion boards, survey's, calendars, the ribbon, webparts, workflows, PowerApps, InfoPath, etc., and seamlessly integrate SharePoint with other Microsoft products coordinating across the organization to ensure enterprise solutions are utilized.
- Establish and enforce governance rules. Plan and implement monthly SharePoint Power User group meetings and convey information to the team. Compile monthly reports on usage and progress of site collection.
- Perform SharePoint Site Collection Administration to include managing permissions – restrict and revoke access as required. Create, leverage, and manage content types, site columns, lookups, and templates for re-uses sites.
- Determine and create scalable structure for top level, directorate, division, and branch sites. Ensure uniform navigation throughout sites. Manage search scopes and create project / document dashboards.
- Define and test access privileges, control structures, and resources, using periodic audits to identify any security violations and vulnerabilities.
- Implement security improvements by assessing usage; evaluating trends; anticipating requirements.
- Recognize quality or security problems by identifying abnormalities and reporting violations.
- Provide accuracy checks for stored data.
- Continually work towards meeting information assurance policies and regulations according to DoD, NDSA, DISA, NIST and other IA related military/federal requirements.

### Qualifications

- MA/MS and/or 10+ yrs. of relevant experience (can substitute master's degree for BS with 12+ years of exp.)
- If degreed, prefer bachelor's degree in Computer Science related field
- IAT Level II

### Clearance Required: SECRET

**SE2S offers a highly competitive package of pay and benefits including Paid Time Off and Holidays, 401(K) match and flexible medical benefit plans for the well-being of you and your family.** Applicants selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

For more information or to apply, email [recruiting@stratsupport.com](mailto:recruiting@stratsupport.com).