

SharePoint Program Manager/ Business Analyst

Polestar Technologies is looking for a qualified *SharePoint Program Manager/ Business Analyst* to support SharePoint infrastructures of government programs in Newton, MA and Edgewood, MD. The SharePoint Program Manager/ Business Analyst will have experience in leading full life-cycle Enterprise SharePoint rollouts and migrations as well as a full understanding of MOSS feature and functions. The Team Lead will be responsible for planning, managing, and implementing all initiatives on MOSS Collaboration Portals, as well as managing the documentation of solutions with user guides and administrator notes.

Responsibilities

- Plan and manage project schedules
- Manage all SharePoint related tasks
- Provide Program Recommendations
- Coordinate and facilitate between technical resources and client
- Information Management Policy Development
- Support User/Group Management Definition
- Support Functional Requirements Definition
- Support Site Administrator/Content Manager training and “community-building”
- Define and maintain Standard Operating Procedures
- Develop and implement Publishing Portal approval process

Requirements

- BS/MS Degree in Computer Science, Information Management or related field
- >8 years experience with increasing responsibility in the design, development and implementation of data-centric websites and applications
- Ability to communicate clearly both verbally and in text
- Independent self-starter with outstanding leadership skills and proven organizational skills
- Ability to manage multiple and changing priorities
- Experience with Enterprise Share Point rollouts and migrations
 - Governance Document creation and implementation
 - Large scale Taxonomy for both publishing and collaboration top level sites
 - Information Management Policy
 - Familiar with Advanced MOSS features (Business Data Catalog, MOSS Search Scopes, Excel Services, Forms Service)
 - Familiar with use of My Sites

Additional Preferred Qualifications

- Familiarity with elements of MOSS Publishing Page Templates
- Working with site columns and content types
- Creating Custom Page Layouts and Master Pages
- Building SharePoint Solutions Packages (.wsp), developing features, and deploying
- Experience with MOSS branding and developing Custom Themes (banner graphics, heading colors and shading, font type/size/color, look and feel, etc.) and applying custom look and feel functionality via Master Pages