Open Position

Retirement Systems of Alabama

The Retirement Systems of Alabama (RSA) is currently seeking a FileNet Content Manager Administrator

Job Title:	FileNet Administrator	**Date**:	**March 6, 2015**

OVERVIEW:

The FileNet Administrator unclassified position works in the Information Technology Services (ITS) division of the Retirement Systems of Alabama. The RSA is embarking on a multi-year modernization project and will be implementing FileNet as the enterprise content manager for the organization. This position will require extensive knowledge of the FileNet application and the administrator skillset that is necessary to install and configure FileNet from the ground up. The FileNet Administrator will work closely with the modernization project team and vendors to properly configure FileNet to replace an existing imaging application, convert existing images from that existing imaging application into FileNet and ensure that FileNet will work with existing legacy applications as well as the new pension administration application that is being implemented.

REQUIREMENTS:

Performance Abilities / Minimum Qualifications:

- Expertise in Enterprise Content Management and experience in Systems Integration and solution architecture using IBM FileNet P8 platform.
- Have proficient and technical knowledge in imaging / capture and document storage.
- Have hands-on experience in business process management (workflows and BPMN) and integration with custom applications using component manager.
- Experience in using various FileNet Administration tools to manage content and active work items and also an understanding of custom and out of box case analyzer reports.
- Understanding of FileNet configuration manager and deployment of various FileNet components in respective layers in a load balanced environment.
- Have knowledge, understanding and experience in SDLC methodologies and project management processes.
- Experience in implementing an ECM solution using IBM FileNet P8 suite and integrating through Web Services and other APIs.
- Able to understand the technical specifications and requirements and effectively translate them to business users and provide training and operational support.
- Ability to manage customer communications and provide the necessary information to business users.
- Ensure the reliability and secure operation of the pre-production and production server environment.
- Ability to understand technical specifications and requirements and effectively translate them to business users and provide training and operational support.
- Manage, maintain and support hardware and software configurations.
- Provide on-call, off-hours support.
- Client / Customer facing experience.
- Experience in Java and .Net programming is an advantage.
- Experience with Datacap Taskmaster 8.1 (or above) is an advantage.
- FileNet Certification (FCP) preferred, but not necessary.

Skills Required:

- Effective Communication skills (Interpersonal and Written).
- Willingness to meet deadlines and adhere to scheduling demands (Multi-task).
- Strong ability to work in a team environment and ability to work individually to carry out team objectives.

Education: BS / BA Degree from an accredited 4-year college with course work in Information Technology or Computer Science

Salary: Starting salary DOQ (Depending on Qualifications).

Resumes must be submitted to:

The Retirement Systems of Alabama
P.O. Box 302150
Montgomery, Alabama 36130-2150
Attention: Human Resources
Office: 334-517-7800 Fax: 334-517-7906

Resume Submission Deadline: 5:00 p.m., Monday, March 23, 2015

The Retirement Systems of Alabama is an Equal Opportunity Employer