



# ScrumMaster

## Responsibilities:

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- Guide the team on use of Agile/Scrum practices and values.
- Support and educate the Product Owner, especially on refining and maintaining the product backlog.
- Facilitate online estimation sessions using “point” system.
- Facilitate Retrospectives in a “safe space” environment.
- Guide the team on self-organizing using Agile Scrum.
- Protect the team from outside distractions and remove impediments so that the team may continue to work productively.
- Assess the Scrum Maturity of the team and work with the company Scrum coach to improve.
- Coach the team through software development-related tasks, issues, and requirements.
- Build business processes and identify gaps in software requirements.
- Facilitate discussion, decision making, and conflict resolution.
- Maintain documentation in Jira and Confluence for project records.
- Prepare and track budgets, stakeholder reporting, and timekeeping, on an as-needed basis.
- Additional duties and responsibilities as assigned.

## Required Background:

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- Bachelor's degree from accredited institution.
- US citizenship or permanent resident status.
- At least three years of experience leading Scrum teams in software development.
- At least 1 year of experience leading a Scrum team with a government client
- Active Certified ScrumMaster (CSM) through Scrum Alliance.

## Required Knowledge, Skills & Abilities:

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- Proficient written and verbal communication in English, including technical writing skills.
- Strong skills in communicating complex and abstract processes with non-technical audiences.
- Ability to develop software business cases and user stories.
- Understanding of conducting a cost/benefit analysis when estimating projects.
- Organized, detailed, and a team player.
- Strong knowledge and skills in servant leadership, facilitation, situational awareness, conflict resolution, continual improvement, empowerment, and increasing transparency.
- Ability to leverage multiple Scrum patterns and techniques for estimating, generating burndown charts, holding Retrospectives, etc.
- Ability to leverage Agile techniques including: User Stories, ATDD, TDD, Continuous Integration, Continuous Testing, Pairing, Automated Testing, and Agile Games.
- Proficient with Atlassian suite of products (Jira, Confluence, Bitbucket).



- Traditional project management skills, such as budget preparation, budget tracking, report creation, and timekeeping tracking.

#### Preferred:

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- FAA-specific experience.
- Knowledge of other Agile approaches: XP, Kanban, etc.
- Applicable knowledge of the technologies used by the team (.NET).

#### Company Profile

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IT WORKS! is a certified woman-owned small business headquartered in Washington, D.C.. As an IT solution provider, our services include custom software development, program management, and advanced data analytics. From scoping and defining to implementation and support, we are ready to support our clients' needs at any stage of development in designing and building solutions that prepare them for the future.

IT WORKS is an equal opportunity employer. IT WORKS will consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or protected veteran status.