



XML Documentation Architect

Location: Richardson, TX

Job Type: Permanent, Full-Time

Job Description

Design and develop XML documentation systems including customized DTDs, publication style sheets, and customized documentation control. The successful candidate will be experienced in the use and application of single-source, XML documentation methodologies. This includes the creation or restructuring of client XML documentation systems.

You will manage multiple projects and consult with business partners, project team members, subject matter experts, peers and vendors across multiple sites and functions and design/develop documentation strategies. You will also implement a repeatable XML documentation model by choosing appropriate software tools, design templates, and monitor XML authors for system compliance.

Qualified candidates must have a bachelor's degree in Technical Writing or related field of study and a minimum 5+ years demonstrated experience in all aspects of XML documentation system architecture. Must have knowledge of XML DTD creation, style sheet creation, and industry standards.

A project management background (project scope, planning, proposals, follow-up), and training development background a plus.

MINIMUM QUALIFICATIONS AND REQUIREMENTS

- A bachelor's degree in a relevant field
- Minimum 5+ years experience
- Strong knowledge of XML design principles and practices to include:
 - XML system architecture,
 - DTD and style sheet design,
 - XML authoring principles
- Strong consulting skills
- Strong proficiency in written, verbal and interpersonal skills
- Ability to work in a collaborative environment
- Ability to multi-task and work within aggressive timeframes with minimal supervision
- Proven ability to work with corporate and/or executive clients and subject matter experts (SMEs)
- Experience with industry-standard XML documentation systems
- Working knowledge of XML standards

GENERAL DUTIES AND RESPONSIBILITIES

- This is a representative list of the general duties the position may be asked to perform and is not intended to be all-inclusive.
- Define strategic documentation plans/approaches by consulting with clients/business owners
- Determine XML software tool requirements
- Define scope of projects including timelines, resources, goals & constraints
- Design and develop quality documentation programs & projects that provide organizational impact and improve performance
- Develop & maintain relationships with subject matter experts (SMES)
- Attend project and status meetings to gather documentation requirements, provide status reports and ensure responsive communication to business owners and SMEs.