

Developer / Livelink Records Administrator

POSITION SUMMARY:

This position is for a technical lead for the stand-up and maintenance of an electronic records management solution using Open Text's Livelink Records Management modules. The Administrator will be responsible for:

- Configuring and implementing the Records Management and Physical Object modules;
- Managing users and groups, permissions, and security;
- Workflow design, development, and customization;
- Integrating Livelink with scanning technology;
- Integrating Livelink with other applications;
- Data migration and
- Developing LiveReports.

This position will analyze, gather and document requirements and model business processes for automation and improvement.

This position requires an individual with strong technical skills and the ability to quickly learn new skills or apply their existing skills to new situations. The candidate will be required to configure Livelink's records management modules and integrate various business systems with existing document and records management applications. This integration may require data migration and/or custom coding.

Understanding of the records lifecycle is important for this position. The ability to create justifications, retention and disposition schedules, records management classifications, and disposition searches for official records, .create workflows using Livelink's features is also important. This position will be responsible for training records officers and records users on how to use records management modules and workflows within Livelink. The administrator will also provide ongoing records management support to the records officers as they use the records management system for their daily operations. An understanding of relevant government guidance and regulations regarding records is a plus. Experience with Kofax scanning solution software is important. Ability to learn other scanning and Livelink electronic records management software packages is a plus. In addition, experience with managing email records is highly desired.

The position requires the individual to work on-site at the client facility in Washington, DC or Germantown, MD. Occasional travel between these EM HQ sites is required.

US Citizenship is a requirement for this position. Candidate may be subject to a security investigation and may need to meet eligibility requirements for access to classified information. Security clearances are a plus.

QUALIFICATIONS:

Education: Bachelor's degree in Computer Science or a related field. Livelink certification or training is a plus.

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Experience: Minimum of seven (7) to nine (9) years IT/technical experience is required.

Skills: Experience with Java C#, .NET, and SQL server 2005 is a plus. Demonstrated knowledge of Open Text's Livelink software suite is strongly desired. Experience with Kofax Capture document software is highly desired. Strong technical, writing, and presentation skills are required.

The position requires excellent organizational skills and attention to detail, excellent customer service skills, working knowledge of Microsoft Office, ability to multitask, and excellent written and verbal communication skills.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk, hear, and use hands to finger, handle or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms. Specific vision abilities required by this job include close vision.

The employee must occasionally lift or move up to 25 pounds.

POSITION SPECIFICATIONS

Position Grade: 9
EEO Job Group: Professional
FLSA Status: Exempt
Department: DOE - Germantown

e-Management is an **Equal Opportunity Employer** and participates in **E-Verify**.

This position may be considered a Testing Designated Position (TDP) under e-Management's Workplace Substance Abuse Policy and therefore may be subject to pre-employment drug testing for illegal drug use. All applicants will be required to consent to a pre-employment drug screening and may be subject to random testing thereafter.