

## **Livelink Records Management Administrator**

Location: Germantown, Maryland

e-Management, an award-winning information technology (IT) solutions firm, is quickly emerging as a leader in leveraging IT capital to help government organizations. Through our services, we help agencies mitigate risk by planning, engineering, developing, or securing mission IT systems.

With over a decade of service to our government, e-Management brings a rare level of expertise, tools, and processes to ensure your organization's success.

### **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. Creating workflows using Livelink's features is also important. An understanding of relevant government guidance and regulations regarding records is a plus. Experience with Kofax scanning solution software is important but not required. 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 Germantown, MD. Occasional travel between these EM HQ sites may be 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.

### **RESUME SUBMISSION INSTRUCTIONS**

To apply, please email your resume and cover letter which includes your salary requirements to: [careers@e-mcinc.com](mailto:careers@e-mcinc.com)

## **QUALIFICATIONS:**

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

**Experience:**

- 8+ years experience in Livelink, with at least 2 in records management
- Experience in working with end users

**Skills:**

- Experience with Java C#, .NET, and SQL server 2005 is a plus. Demonstrated knowledge of Open Text's Livelink software suite and OScript 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: 10  
EEO Job Group: 02 - Professionals  
FLSA Status: Exempt  
Department: DOE EM Task 4.6

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## **E-MANAGEMENT CULTURE**

With our Headquarters located in Silver Spring, Maryland, e-Management employs some of the most creative and expert minds in the information technology community. We come from a wide range of cultural, educational, and geographic backgrounds bringing with us different points of view that together, lead to highly developed and forward-looking solutions for e-Management and our clients.

Our benefits include competitive pay, immediate healthcare coverage, commuter allowance, generous paid time off and holidays, life & income protection and 401(k).

e-Management participates in e-Verify.

e-Management is an Equal Opportunity/Affirmative Action Employer M/F/D/V.