

Records Management – Project Manager

POSITION SUMMARY:

The Project Manager position will provide leadership to an on-site team implementing an electronic records management solution. The team includes, but is not necessarily limited to, business analysts and technology specialists. The Project Manager will develop and implement strategies for initiating, planning, executing, monitoring, and closing all project work.

The Project Manager responsibilities will include, but not necessarily be limited to, providing guidance to the team on understanding government information technology policy; analyzing business and user needs; documenting and translating requirements into proper system requirement specifications; and system implementation. He/She will develop or modify procedures to solve complex problems within information systems, including electronic records management applications. This position will understand and apply enterprise architecture principles, computer security and privacy policy and regulation.

As an onsite representative of the company, the Project Manager must possess effective communication and interpersonal skills to build and maintain effective working relationships with the client. Superior documentation skills are a must. History of working openly and collaboratively with customer and team members while providing outstanding customer services with accurate and timely status updates and reports.

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. PMP® certification is strongly desired.

Experience: Minimum of seven (7) to ten (10) years experience managing IT/technical projects, including implementing records management solutions. Experience managing implementation of Kofax scanning solutions and Open Text's Livelink software suite is a plus. Experience with records management policy, practices, and system implementation (including electronic records management systems) is required. Awareness of current Federal privacy and computer security practices is desirable. Awareness of quality practices such as ISO or CMMI practices is also desirable.

Skills: Wide breadth of technical knowledge and expertise. Strong management skills and technical, writing, and presentation skills are required. Candidate

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must have excellent organizational skills, attention to detail, excellent team management, and customer service skills. Also candidate must have a 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.