



Records Management Business Analyst/Project Manager
Location: Germantown, MD

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:

The Records Management Business Analyst/Project Manager will assist a large federal agency in evolving a records program into a best in class records management center. The successful candidate will review and understand government information technology policy, analyze business and user needs, document requirements, and translate these into proper system requirement specifications. They will develop a records management training plan and assist the client with developing training materials and conducting training. They will develop or modify procedures to support the records management life cycle (creation through disposition of a record). The candidate will make recommendations on how electronic records management applications can support and/or be integrated into business processes. The successful candidate will be required to work closely with the Livelink technical staff to ensure that the Livelink application is configured such that it supports the business needs of Records Center and the center's customers.

Experience with Federal records management policy and practices, including NARA's, are strongly desirable. The candidate must possess effective communication and interpersonal skills to build and maintain effective working relationships with the client. Quality documentation skills are a must.

Occasional travel between sites in the Washington Metro area is required.

QUALIFICATIONS:

- Education:** Bachelor's degree in Computer Science or a related field.
- Experience:** Five to 7 years of experience in analyzing government policy, business and user needs, requirements gathering, and documentation of system requirements. Project Management Professional (PMP) certification is desired.
- Skills:** Position requires strong technical, writing, and presentation skills. Also 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.

Expectations:

- Prior record management experience
- Familiarity with records management and document management processes, procedures and supporting applications
- Maintain confidentiality and security of client information
- Comply with and enforce all corporate policies
- Deliver services applying the company's CORE values
- Perform project activities and delivery methods defined by e-Management's CMMI and quality programs
- Understand and manage to project scope
- Be aware of and manage to contract specific requirements
- Required to provide weekly status updates to next level manager to include accomplishments, activities in progress, planned & upcoming activities, status of deliverables, meetings/conferences/ presentations, issues/problems/questions, and support needed from manager or corporate

RESUME SUBMISSION INSTRUCTIONS

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

CITIZENSHIP REQUIREMENTS

US Citizenship is a requirement for this position.

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: TBD
EEO Job Group: TBD
FLSA Status: Exempt
Department: DOE – Task 4.6

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.