



Management Information Analyst

HOT

Job ID	EC-NA-NA122	Job type	Part- Time or Full-time Regular
Work city	Albuquerque, New Mexico	Position type	Professional
Relocation	No Relocation Assistance Provided	Posted	November 11, 2019
Travel	Light/Occasional	Job area	Consulting & Services
Business group	DOE NNSA Support Services	Job category	Management Support
Business unit	ABQ	Job role	Management Information Analyst
		Job role skillset	Government Sector

Job description

The National Nuclear Security Administration (NNSA) requires a part-to-full time Management and Information Analyst (MIA) who will provide direct support to the Business Process Team (BPT) Lead and team members. The MIA performs a wide variety of cross-functional activities that include but are not limited to providing information system quality control, logistics, metric, and problem-solving support; providing performance evaluation support, milestone development support; providing policy development, management, and implementation; and records management support. The MIA assists the BPT members with liaison efforts and in directing, managing interfaces, and coordinating day-to-day information system and records activities among other Defense Program (DP) Offices, Department of Defense, or Design and Production Agencies as well as the Office and Human Capital & Business Operations.

Preference is for an individual with experience working in a government, DOD, DOE, or military environment. The individual must have experience working in a classified environment and a relevant understanding of applicable policies and procedures supporting NNSA programs. The individual should be a self-starter, possess the ability to work in a highly dynamic environment, and effectively interact with a broad range of Federal and military staff and senior leadership.

Requirements

- EDUCATION -Pursuing or attained an Associates, Bachelor's or Master's degree in Business, Information Management, Records Management, Library Sciences, or closely related field.
- Able to obtain an 'L' clearance upon acceptance of the position and ability to obtain Q clearance within 2 years.
- All candidates must be able and willing to travel based on assigned project demand. Travel expected to be minimal.
- U.S. citizenship required

Experience/Qualifications

- Demonstrated direct experience (up to 1 year) in documentation, cataloging and record-keeping techniques and information management responsibilities in a Professional Business, Government, DOE/NNSA, Military, or Management and Operating contractor environment.
- Skills/Ability to research, organize information, and present or report options to solve/improve organizational operations, procedures, and on emerging standards and best practices in digital asset management, including digital asset preservation and metadata.
- Ability to leverage critical thinking skills for rapidly shifting environment while maintaining attention to detail in a multi-project work environment with frequent interruptions.
- Ability to exercise mature judgment and make independent decisions in accordance with established policies, rules and procedures.
- Ability to work in a team environment; interacting with a range of federal and contractor staff and fully supporting federal team lead to complete assigned tasks and projects.
- Strong organizational skills and written and verbal communication skills to communicate effectively, verbally and in writing while working in a collaborative team environment.
- Proficient in MS Office; in particular SharePoint, Word, Excel, Access, and Outlook.
- Knowledge of derivative classification requirements and processes desired but not required. Alternatively, willingness to obtain and maintain derivative classification credentials.

Summary of Responsibilities

- Working knowledge of desktop computers, workstations, operating systems, and software applications in order to troubleshoot, make recommendations necessary to improve organizational operations or assist with software upgrades to meet or improve digital working environment.
- Remaining current with the newest digital assessment management and workflow technologies to identify and recommend tools for best electronic file management practices, processes, and procedures.
- Helping to sort, categorize, index, organize, and maintain mixed electronic media and paper documents determine record status, record series, and disposition against the appropriate record schedule of the existing records inventory and conversion to new NNSA records management system to include data entry and transfer.



- Processing, tagging, archiving, and accessing/retrieving mixed media and documents in accordance with established metadata models, procedures and requirements on the NA12 Portal.
- Performing administrative functions to include minute taking, maintaining team project documents, updating slides, updating standard operating procedures, or other internal documentation.
- Collaborating with internal offices in the development and modification of digital workflows to improve efficiency

Additional information

To be an official applicant to ESPHERA CONCEPTS, you must submit a resume and online application. Resumes submitted remain active for six months.

Candidates for positions that require a Security Clearance as noted in the requirements section of the opportunity posting will be subject to pre-employment eligibility screening to include background checks and drug screening.

Contact ESPHERA CONCEPTS opportunities link for career insights, news and latest job opportunities. To all recruitment agencies: ESPHERA CONCEPTS only accepts resumes from agencies on our Approved Agency List. Please do not forward resumes to our applicant tracking system, ESPHERA CONCEPTS employees, or send to any ESPHERA CONCEPTS company location. ESPHERA CONCEPTS is not responsible for any fees related to unsolicited resumes.

ESPHERA CONCEPTS is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. ESPHERA CONCEPTS is also committed to compliance with all fair employment practices regarding citizenship and immigration status.