



JOB POSTING

Date of Posting: July 16, 2008
Posting Number: VA71608DM
Position: Data Manager
Status: Exempt
Location: Springfield, VA
Position Reports To: Security Systems Specialist III

This incumbent will have overall responsibility for project administration.

Essential Duties and Functions:

- Acts as a primary point of contact for project personnel, corporate staff, and customers on technical data and general project administration issues.
- Functions as the supervisor of other staff members as assigned.
- Ensures technical data writing and training requirements are completed in accordance with the contract and the site specifications.
- Coordinates and ensures technical data milestones are met.
- Coordinates scheduling of technical data requirements in accordance with job installation schedules.
- Provides technical data submittals and other reports to customer(s) in accordance with contract requirements, and to corporate headquarters as required by company policy or management direction.
- Edits and proofs technical data and administrative products for quality control.
- Serves as travel coordinator for project staff.
- Other duties as assigned by supervisor.

Qualifications:

Will possess a four-year degree in a related field and three years of practical experience in a construction operations environment. An acceptable equivalency or combination of education and experience will be considered. A strong working knowledge of Microsoft® Word and Microsoft® Excel software is desired.

A U.S. Department of Defense SECRET level clearance is required.