



**DATABASE/IT SUPPORT SPECIALIST**  
**SECRET CLEARANCE REQUIRED**  
**Washington DC/Northern VA**

**Transformation Systems, Inc.**

Transformation Systems, Inc. has an immediate need for a part-time Microsoft Access database expert to manage and build-out an existing project database in the National Capital Region (NCR). The position could be expanded to a full time position for a candidate with the right mix of office software proficiency, hardware knowledge, and IT management skills. Long term the position represents an opportunity for company IT manager.

**General Requirements:**

- U.S DoD Secret Clearance is required. Current valid Secret Clearance is strongly preferred. Inactive prior clearance preferred. U.S. Citizenship and the ability to qualify for a new Secret Clearance is acceptable.
- Fluency in English (speaking, reading and writing) is mandatory.
- Bachelor degree in IT-related specialty.
- 5+ years database design and construction experience with Microsoft Access
- Related expertise with Microsoft Excel spreadsheet configuration and plug-in installation and use.
- A demonstrated ability to diagnose and remedy data hardware / software conflicts.
- Familiarity and ease with computer hardware, networks, peripherals, and IT industry trends.
- The ability to listen and communicate project requirements in a clear and concise manner.

**Access Database Responsibilities:**

- Manage required changes and enhancements to an existing database.
- Identify and understand client requirements; translate requirements into database functionality.
- Develop data models and re-design database architecture to accommodate client requirements.
- Interface directly with internal clients to identify and create new tables, user interfaces, reports and graphs.
- Make necessary modifications to the database system with user feedback and usability improvements.
- Reorganize the basic structure of the database to align with current best practices.
- Test the database at each stage of development and identify bugs which could result in negative user experience.
- Manage permission levels set by the client to ensure maximum protection of the database and avoid unauthorized access.

**IT Support/Management Responsibilities:**

- Take ownership of IT issues reported and see problems through to resolution.
- Assure prompt and accurate answers/communication/feedback to computer users.
- Research, diagnose, and troubleshoot IT solutions.
- Maintain a complete and accurate company hardware and software inventory.
- Manage stocks of equipment, consumables and other supplies.
- Work with our IT services vendors (ITAS and network) to configure and manage service delivery.
- Track support issues to the appropriate external resources.
- Ensure proper recording and closure of all issues.

**Skills:**

- Interpersonal skills.
- A meticulous and methodical nature.
- Capable of working well under pressure.
- Enthusiasm to be continually learning.
- Outstanding written and oral communication skills.
- MS Access database expert.
- MS Excel expert.
- Technical documentation writing.
- Ability to work in a fast-paced consulting team support environment, independently, with self-initiative

TSI offers an industry leading benefits program including health, disability, life, and company match 401k as well as flexible work schedules and an outstanding company culture recognized by the Washington Business Journal as a Great

Place to Work. For more information about opportunities with TSI, please visit <http://transformationsystems.com/about/work-with-us/>. Interested candidates should send a resume to [jobs@transformationsystems.com](mailto:jobs@transformationsystems.com).

About TSI: Founded by leadership author and executive consultant Dr. Marta C. Wilson, Transformation Systems Inc. (TSI) is a management systems engineering company that helps military and civilian leaders within the defense community achieve their extremely challenging goals in ways that are most efficient, effective and responsive. TSI provides enterprise transformation solutions, applying industrial and systems engineering principles and practices to the realm of organization design. Our team is comprised of highly motivated and insightful experts in the fields of engineering, psychology, math, science, business and evaluation. We are thought leaders with a passion to make a difference. Transformation Systems, Incorporated is an Equal Employment Opportunity employer.