

Job Title	Information Systems Analyst - (CONTINGENT HR)
Reports to	Program Manager
Location	Washington D.C. area

About Us & This Opportunity

TSI is an award-winning Human Capital services firm. Connect with our history, culture, values and talents at www.transformation-systems.com. With talented people at all levels, ready and able to jump in to make a difference, TSI helps to move organizations' performance forward. This **WAF** level opportunity belongs to someone who wants to be a part of a team making a difference for our Navy customers. Upon award, the opportunity is based at the customer site in Arlington, VA, with occasional travel to TSI's other D.C. area locations.

Duties and Responsibilities

- Provide and coordinate information technology support to all A&S (NS&A) personnel with Navy and Marine Corps Intranet (NMC) and other information technology support organizations, including the NMC and the Directorate for Administration, Logistics, and Operations (DALO).
- Assist the government representative with technology related events and issues including computing events, mobile devices, software installations, upgrades, and authorized portable electronic storage devices.
- Provide support for all information technology conferencing requirements for A&S (NS&A) personnel, ensuring communication reliability. Provide Video Teleconferencing (VTC) routing to personnel as required to ensure proper linking is available for scheduled VTC events.
- Provide knowledgeable support to the government for current and future requirements related to standard hardware, software, network, web, and e-mail systems used by the A&S (NS&A) personnel.
- Develop and update business and sustainment data system activities, processes, and policies that accountability across the DDM enterprise.
- Provide strategic evaluation of business and sustainment data system related issues and support developing strategic plans for improvement initiatives.
- Develop training materials for business and sustainment data systems.
- Develop and maintain a website to support the DDM business and sustainment data systems community.
- Participate in the review of various business and sustainment data systems for software releases, and support implementation of connecting/functioning software.
- Plan and document meetings, to include providing reports, briefing materials and tracking actions.

Qualifications

Required

- 4 years' experience supporting DoD/Naval information/technical systems organization
- Must possess Security+ certification
- General knowledge of Intranet Contract Representative (ACIR) duties and responsibilities
- Must possess strong organizational skills and excellent verbal and writing skills
- Minimum of High School Diploma
- Active Secret Security Clearance

Preferred