

Job title	<i>Information Systems Analyst -CONTINGENT HIRE</i>
Reports to	<i>Program Manager</i>
Location	<i>Washington D.C. area</i>

About Us & This Opportunity

TSI is an award-winning Human Capital Services firm. Connect with our history, culture, values and talents at www.transformationsystems.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 **Mid** -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 ASN (RD&A) personnel with Navy and Marine Corps Intranet (NMCI) and other information technology support organizations, including the NMCI and the Directorate for Administration, Logistics, and Operations (DALO).
- Assist the government representative with technology refresh events and issuance including computing assets, mobile devices, software installations, MobiKeys, and authorized portable electronic storage devices.
- Provide support for all information technology conferencing requirements for ASN (RD&A) personnel, ensuring communication reliability. Provide Video Teleconferencing (VTC) training to personnel as required to ensure proper backup 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 ASN (RD&A) personnel.
- Develop and update Business and Sustainment data system activities, processes, and guidance for accountability across the DON 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 DON business and sustainment data systems communities.
- Participate in the review of various business and sustainment data systems (for software releases), and support implementation of correcting functioning software.
- Plan and document meetings, to include providing reports, briefing materials and tracking actions.

Qualifications

Required

- 4 years' experience supporting DoD/Navy information/technical systems acquisition.
- Must possess Security+ certification
- General knowledge of Assistant Contract Representative (ACTR) duties and responsibilities.
- Must possess strong organizational skills and excellent verbal and writing skills.
- Minimum of High School diploma
- Active Secret Security Clearance

Preferred

- CISM, CISSP, CISA, or other advanced Information System Security certifications.
- Experience implementing NIST 800-171 requirements.
- Bachelor's Degree in Information Technology, Cyber Security, or a related field

Work Setting

TSI offers an industry leading benefits program including health, disability, life, and company match 401k as well as an outstanding company culture recognized by the Washington Business Journal as a Great Place to Work. For more information, visit <http://transformationsystems.com/about/work-with-us/>.

Transformation Systems, Inc.

Founded by leadership author and executive consultant Dr. Marta C. Wilson, Transformation Systems Inc. (TSI) is a Human Capital Services firm 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.
