



**Project Manager/Software Manager/Business Analyst
(2018.12_3)
Reston, VA 20192**

Job Summary

The Project Manager serves as a team lead and **Software Manager** and **Business Analyst** for a group of developers responsible for performing complex analysis, design, development, integration, testing, and debugging of software. The role is responsible for overseeing all updates, enhancements and maintenance for systems applications that support federal agencies. Experience managing virtual teams is desired. Position requires strong IT project management skills including communication, coordination, planning, oversight, relationship management, problem solving, team motivation, facilitation, and risk management. Responsible for delivering high-quality solutions on schedule and on budget. Must be extremely customer focused and committed to providing excellent customer service. Serves as the primary point of contact for the client on all issues related to the project. Will be expected to perform technical writing as needed. Work under general to little supervision and assist with other company efforts as needed.

5+ years documented (documented is defined as recorded and verifiable on the Contractors resume) experience in all of the following requirements:

- Understanding of 508 Compliance is desired.
- Current software development experience desired
- Current Software Development Lifecycle Management experience desired
- Ability to identify and provide resolution for potential system performance, security and lifecycle issues.
- Experience managing software development projects of similar type and scale
- Ability to maintain a highly motivated team that can focus their talent, energy and creativity on achieving the business objectives.
- Experience with business analysis, requirements analysis, and use case development.
- Must have excellent written and oral communication ability
- Must have expertise of Visio, MS Project, MS Word and MS Powerpoint
- Active/Current PMP Certification (desired)

Must have current Public Trust Level 5 clearance or be able to obtain a Public Trust Level 5 Clearance.

Must have recent government contractor or federal experience within the past 3 years

Must be U.S. Citizen.

Essential Duties and Tasks

- Provide a single point of accountability for delivery of these services and report directly to the Government Technical Task Manager (GTM)
- Work closely with the ICAM Section, OCIO Hosting Division, and DOI Access CAB members to manage all development, maintenance, enhancement and operations work using software development lifecycle best practices.
- Practice rigorous requirements management, project management, change control management and testing during DME efforts to ensure:
 - Deployment of high-quality code that accurately meets the requirements
 - Successful releases without introduction of unexpected problems
 - Minimal need for emergency/corrective maintenance
 - Minimal need to fix the same issue multiple times
 - Enforcement of Source Code management
 - Maximum value out of limited IT budget resources
- Ensure all contractor work is within the scope of this SOW and approved by the GTM prior to performance
- Ensure System is designed and operated in compliance with the following DOI policies:
 - DOI security policies
 - DOI privacy policies
 - DOI 508 policies
- Develop and maintain DOI Access system documentation. Examples of standard documents to be created or updated include:
 - Requirements Definition Document
 - Solution Architecture Document
 - System Architecture and Topology Diagram
 - Application Architecture Design and Description
 - Database Architecture (Data Model, Data Tables, Interfaces, Data Dictionary, Data update timing)
 - Technical Design Document
 - Interface design documentation for each interface
 - Configuration Files
 - Products and Tools
 - Test Plans for each release
 - Release Notices for each release
 - Capacity Plan
 - Operations and Maintenance Manual
 - Security Documentation to support Privacy Impact Assessment, Contingency Plan, and System Security Plan
 - Work with the GTM and the ICAM Branch to track project pipeline
 - Work with the GTM and the CAB members to set/maintain project priorities
 - Work with the GTM and the CAB members to capture business requirements
 - Assist PMO with creating DOI Access training documentation

Skills, Knowledge and Experience

- Full and complete understanding of the IT project management discipline including all phases of the Software Development Life Cycle
- Ability to manage schedule and resources for multiple projects simultaneously
- Manage high and low-level personnel issues and foster a team-focused atmosphere
- Demonstrated experience in successful management of customer relationships with a variety of customers
- Ability to build effective relationships at all levels of the organization
- Experience reviewing/assessing commercial replacements for customized applications
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Qualifications

- Bachelor's degree in IT and 2-4 years of progressive experience in the field or in a related area
- Must be able to pass Level-5 (Public Trust) security requirements (background check)
- Must have recent government contractor or federal experience within the past 3 years.
- PMP Preferred
- ITIL certification desired
- Must be able to pass pre-employment screening, pre-employment drug screening, and will be subject to any post-accident and/or reasonable suspicion testing throughout employment
- Must be US Citizens
- Reliable transportation is required for attendance in this role
- Local candidates only

Physical Demands

(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- The employee may occasionally lift and/or move more than 25 pounds
- Employee will sit for several hours each day but will also need mobility and ability to stand, type, and walk for periods of time
- The employee is occasionally required to stand and stoop, kneel, crouch, or crawl
- While performing the duties of this job the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear

Work Conditions

- The noise level in the environment is moderate
- The environment is a typical office setting

POWTEC Solutions is committed to a policy of equal employment opportunity and treats all employees and applicants equally and does not discriminate against any applicant or employee because of race, color, creed, religion, sex, sexual orientation, gender identity, age, national origin, citizenship, veteran or marital status, sensory, physical or mental disability and all other groups protected by law and promotes diversity in its workforce. POWTEC takes affirmative

action to implement programs and maintain practices and policies that eliminate barriers to equal employment opportunity.

TO APPLY: email your resume and cover letter to hr@powtec.com. **YOU MUST INCLUDE THE POSITION NUMBER! 2018.12_3**

*Candidates provided employment offers must complete background screening, drug test screening, and professional reference check as contingency to being hired.

*No phone calls from recruiters.

*No candidate phone calls. In compliance with the ADA Amendment Act, should you have a disability that requires assistance and/or reasonable accommodation with the job application process, please contact the Human Resources department via phone at 360-377-8600 x209 or via e-mail at hr@powtec.com.