

IT Manager

**Job Number:
DOS004T**

Job Summary

Life and Mission Support professionals facilitate support for the Advisors.

The duties will vary based on the specific task order.

Responsibilities may include:

- Consults with management and reviews Information Technology (IT) department to determine goals time frame, funding limitations, procedures for accomplishing projects, staffing requirements, and allotment of resources.
- Monitors project results against technical specifications.
- Directs and coordinates activities for IT support personnel to ensure IT progresses on schedule and within budget.
- Establishes standards and procedures for IT and modifies schedule and plans as required.
- Develops and maintains technical and project documentation.
- Leads quality assurance testing.
- Provides management guidance and control of the efficient utilization of human resources to include assignment, performance and training of department

QualificationsQualifications

Experience/Education

- Typically nine (9) years experience with Information Technology environment with strong background in software and infrastructure that includes two (2) years experience in a supervisory or project management role.
- Bachelor's degree in an associated discipline. Two (2) years of experience in related field may be substituted for each year of the four (4) years of college.

Skills

- Proficient in office software applications including word processing, spreadsheets, presentations, and flowcharting.
- Excellent oral, written, communication and people skills.
- Ability to translate communication needs of employees/customer

not versed in computer terminology for both hardware and software into meaningful solutions.

Physical Requirements

- Working conditions could be remote with limited resources.
- You may be required to travel overseas and move to the assigned location on short notice.

Benefits

- You will get a competitive benefits package
- You will receive pre-deployment and ongoing training during deployment.
- You will get to work with an organization that brings together proven experts; thousands of advisors; and the requisite security, controls, leadership, logistics, and life and mission support capabilities necessary to initiate and sustain INL missions.

Please send your resume to Dawn.Toror@HRSSLLC.net to apply for this position