

Senior IT Administrative Specialist

Job ID#: 201102-SITAS

Details

Location: New Carrollton, MD 20706 Hiring Manager: Steve Fite, Randy Phillips, Mike Noble, George Lader Open Date: 02/24/2011 Close Date: Until filled

We are seeking an individual knowledgeable in computer-based documentation and presentation techniques, technical typing and word processing who can demonstrate excellent command and articulation of the English language and superior grammar skills.

Essential Job Functions:

- Create process models, specifications, diagrams, and charts to provide direction to system programmers.

- Prepare documentation that will be furnished as SOW or SON deliverables.

- Expertise in the use of MS Office Suite.

- Collaborate in the planning, design, development, and deployment of new applications, and enhancements to existing applications.

- Assist in conducting research on software and hardware products to justify recommendations and to support purchasing efforts.

Work Experience:

The ideal applicant will have general experience to include five years of progressive experience in technical writing and document preparation in the field of information processing and/or process reengineering. Applicant must have previous IRS work experience. Qualifying IRS work experience includes headquarters or senior level and above management experience working in a technical field such as examination, collection, criminal investigation, or submission processing. The applicant must demonstrate a broad knowledge of the IRS organization. Similar experience but working in a position directly supporting compliance functions in an IT capacity may also qualify. Experience in process reengineering and strategic planning is desired.

Requirements:

- 8 years general IT with at least 6 years of specialized IT

experience and 4 years hands-on.

Minimum Background Investigation (MBI) or top secret clearance desired.

Experience with the Internal Revenue Service a plus.

Experience with MS Project, Business Objects, and other programming languages are desirable.

Project management experience and/or PMP certification is desired.

US Citizen/Proof of Work Authorization;

Bachelor's Degree or work experience equivalent in IT field;

Knowledge of IT life cycle functions.