

Strategic Resource Management Analyst (S&T)

Tracking Code: 821

Job Description is listed through the LMI web site at:

<http://www.lmi.org/careers/careers.aspx> under Research and Resources and Acquisition.

GENERAL SUMMARY:

Position is on the research staff of a not-for-profit government consulting organization headquartered in McLean, VA. This position provides analytical and technical expertise within the broad spectrum of public policy management for science or technology based federal organizations. The analytical and technical expertise may include multidisciplinary or integrating expertise, program management or specific expertise in the areas of science and technology policy analysis, public administration, business administration, resource management, or operations research.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

The Strategic Resource Management Analyst (S&T) primarily works as a project leader, technical specialist, or team member on complex projects involving strategic resource management, capability and resource analysis, or project management issues, often focusing on federal science based organizations (NOAA, EPA, NSF) or defense or homeland security organizations. These issues typically address strategic decisions on capabilities, investment strategy, and/or organizational structure and processes within a civil or defense government agency.

Responsibilities

1) Research and analysis. Lead or assist in project planning and execution, to include developing and refining the technical approach. Conduct independent and team research on a wide variety of issues. Formulate problem statements and develop innovative and implementable solutions. Use a wide range of current management approaches to problem solving. Provide adequate justification and support for recommendations. Articulate the results of the research in written reports or briefings. Present the results to LMI team members and clients, to include senior federal agency personnel.

2) Teamwork and leadership. Operate independently or as part of a project team. When on a project team, serve effectively as either the team leader or team member, depending on the task. When a team leader, provide effective direction, delegation of work, and feedback to team members.

3) Program development. Assist the Program Manager in assessing client needs and developing strategies for effective client support. Assist the Program Manager in conducting briefings on LMI capabilities to prospective clients. Serve as the lead or team member on proposal teams for new and follow-on work.

4) Project administration. Serve as the Project Leader or deputy for assigned tasks. Develop and implement project plans. Supervise project execution, to include work allocation, cost and schedule monitoring, reporting, and client relationship management.

Travel may be required, possibly including weekends.

KNOWLEDGE, SKILLS AND ABILITIES:

Educational requirements: MA/MS in technical/scientific discipline, public policy, business/public administration, management science, operations research or similar required. Equivalent technical training and experience may be considered when applicable. The successful candidate will have experience in both the technical/scientific discipline and public policy/administration or program management.

Specific skills: Requires a minimum of 4 years of experience at the equivalent of Agency-staff level assignments involving resource or program management issues.

Requires strong interpersonal and listening skills and the ability to effectively interact with senior personnel involved in policy, technical, operational and program management work. Ability to contribute to a professional work environment by demonstrating integrity, promoting team work, and fostering positive communication.

Requires strong planning, problem solving, analytical, management and organizational skills, including the ability to coordinate and prioritize multiple projects and assignments with no supervision. Must be self-directed and detail oriented, and have the ability to adapt to changing business work efforts and manage impact of shifting priorities.

Experience with information technology and data management in supporting science-based analysis and solutions is desirable.

Ability to work for extended periods of time on PC with heavy use of keyboard to execute tasks, and able to effectively use common business software, such as Microsoft Word, PowerPoint, and Excel.

Communications: Superior oral and written communication skills, including the ability to develop and present briefings to senior personnel, and compose, write, edit and proofread proposals, reports, articles, and similar correspondence.

Security clearance: Must be able to obtain a DoD SECRET or higher level clearance.

Location of work: Primarily the LMI office in McLean, VA. Some work may be at client locations in the Washington, DC area.

LMI is an Equal Opportunity Employer

For more information contact Thomas D. Crowley, LMI Government Consulting at 571.633.7778 or 703.508.6380.