



Job Title:	Sr. Records Manager
Client/Contract:	Defense Information Systems Agency (DISA), Records Declassification Program
Security Clearance:	Active DOD Top Secret required to start work (must be SCI eligible)
Location:	DISA Headquarters – Fort Meade, MD
Position type:	Full Time/Exempt
Schedule:	Monday – Friday, 1st shift
Report to:	Contract Team Lead
HR Contact:	Kim Alberi, kalberi@qlxcorp.com

DUTIES AND RESPONSIBILITIES

- Research and monitor current trends, best practices, and developments in the information management industry
- Demonstrate proficiency in full life cycle records management, file plan creation and maintenance, applying records disposition schedules, and e-mail management
- Recommend strategies and participate in agency planning, goal setting, and development of policies
- Ensure records creation, maintenance, use, and disposition are in accordance with federal guidelines
- Conduct monthly and yearly records reviews to monitor office compliance
- Provide client targeted office assistance on an as needed basis
- Coordinate the transfer and retrieval of records
- Conduct records inventories of electronic information systems/databases for disposition scheduling
- Provide recommendations on records formats, uniform naming conventions, and storage methods

QUALIFICATIONS AND REQUIREMENTS

- Active DoD Top Secret Clearance, SCI Eligible
- Bachelor’s Degree in information management related field or equivalent combination of education and/or experience
- A minimum of 2 years of related experience and familiarity of laws, regulations, and guidance that govern records in the federal government
- Experience with Microsoft Office Suite applications (Word, Excel, Outlook, Access, and PowerPoint)
- Demonstrate strong analytical skills, reading comprehension, and attention to detail
- Ability to collaborate with team members and work independently to identify and create solutions for issues surrounding program and personnel management

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