



<b>Job Title:</b>	<b>Records Management Subject Matter Expert</b>
<b>Client/Contract:</b>	<b>Executive Level Federal Department</b>
<b>Security Clearance:</b>	<b>Secret</b>
<b>Location:</b>	<b>National Capital Region</b>
<b>Position type:</b>	<b>Full-time</b>
<b>HR Contact:</b>	<b>Kim Alberi, kalberi@qlxcorp.com</b>

**DUTIES AND RESPONSIBILITIES**

- Support the assessment, compliance, communication, and implementation of the government’s Records Management (RM) standards
- Support the drafting and implementation of policies and solutions that manage records from creation to destruction, including efficient decisions, reducing storage costs, and providing benefit to various RM communities
- Provide entry level and advanced records management training, assist in the development and processing DON records schedules within the National Archives and Records Administrations (NARA) Electronic Records Archive (ERA), and process all NARA records transmittal forms
- Assist in providing briefs, inputs, and white papers to agency leadership, including National Archives and Records Administration (NARA)-related work and Federal Records Center (FRC)-related work
- Assist in creating, testing, and deploying Electronic Records Management Systems (ERMS)
- Make recommendations for updates to policy, standards, and guidelines for records managers to follow
- Provide sustainment support for the on-going deployment of the ERMS
- Conduct periodic assessments and provide reports of Agency textual and electronic records holdings at the office and organizational level

**QUALIFICATIONS AND REQUIREMENTS**

- Secret Security Clearance
- Three years of experience working directly with Federal executive level agencies or Department of Defense Records functions, directives, and instructions
- Bachelor’s Degree in information management related field or equivalent combination of education and/or experience
- Familiarity with Records Management Systems and Directives
- Two years working directly with ERMS systems is desired but not required
- Certified Records Manager (CRM), Certified Records Analyst (CRA), or Information Governance Professional (IGP) is desired but not required
- National Archives and Records Administration Federal Records Management Training is desired but not required
- Knowledge and proficiency of Microsoft Office Suite
- Ability to multi-task, work in a team environment, and adjust to established work patterns and processes as required
- Demonstrate strong analytical skills, reading comprehension, and attention to detail
- Possess strong leadership and communication skills (both oral and written)