

### Position Description

<b>Position</b>	<b>Operations Support Assistant-</b> anticipated for emerging contract opportunity
<b>Position Description</b>	<ul style="list-style-type: none"> <li>• Provide support for the management and oversight of the DHSS operations and sustainment activities (operations manager).</li> <li>• Support the hardware and software requirements of DHSS product operations,</li> <li>• Support the evaluation of emerging technologies that can improve the operation and sustainment of DHSS capabilities, the DHSS procurement process, the DHSS Government Furnished Equipment (GFE) process and coordinate, configure and set-up technical aspects of DHSS product demonstrations.</li> <li>• Ensure that all work done on the DHSS infrastructure is documented via the Task Order Workflow (TOW) system.</li> <li>• Ensure that all coordination with DISA is done via the Operations Support Center (OSC).</li> </ul>
<b>Desired Experience</b>	<ul style="list-style-type: none"> <li>• Ability to coordinate and direct a variety of support services such as use of reproduction equipment, scheduling maintenance for equipment, scheduling courier runs, ensuring approved security practices are applied relative to document control and scheduling and ensuring efficient operation of conference facilities.</li> <li>• DoD and /or DHSS and or MHS experience a plus</li> </ul>
<b>Work Location</b>	Falls Church and various locations within the Washington DC Metropolitan Area
<b>Start date</b>	Start date contingent on contract award during FY2010.
<b>U.S. citizen / Perm Resident</b>	U. S. Citizen
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