

Position Description

Position	Operations Support Coordinator- anticipated for emerging contract opportunity
Position Description	<ul style="list-style-type: none">• Provide management oversight of the DHSS operations and sustainment activities: DataMart sustainment, DataMart operations, and enterprise data operations.• Program management consultation on emerging technologies that can improve the operation and sustainment of DHSS capabilities, support the hardware and software requirements of DHSS product operations, conduct project planning, develop project plans and documentation, define and manage project resources, provide general contractor monitoring, represent DHSS in its program relationship with external stakeholders and support the DHSS responsibility to collect and store MHS data.
Desired Experience	<ul style="list-style-type: none">• 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.• DoD and /or DHSS and or MHS experience a plus
Work Location	Falls Church and various locations within the Washington DC Metropolitan Area
Start date	Start date contingent on contract award during FY2010.
U.S. citizen / Perm Resident	U. S. Citizen
Contact	KSJ, Inc.: Michelle Marks, 703-824-7739, mmarks@ksj.us