



JOB TITLE: Manager, Information Technology Department
SUPERVISOR'S TITLE: Director, Program Support Division
SHIFT ASSIGNMENT: Days

JOB NUMBER: 18-04
POSTED DATE: February 21, 2018
GRADE: X05

MAJOR DUTIES:

1. Serves as the Chief Information Officer (CIO).
2. Ensure effectiveness of the continuous monitoring program and compliance with the system security plan (SSP) and the risk management approach through planning, prioritization, and interface with the client, senior management, other contractors and vendors. This includes ensuring that threat assessments, self-assessments, the system security plan, incident plans, and the contingency, disaster recovery and business continuity plan are updated and assessed and/or tested.
3. Oversees information management to include software, timekeeping system, human resource information systems, records management, correspondence, directive and form management, fraud, waste and abuse monitoring.
4. Develops department's strategic plan, including long-term objectives, annual objectives, and measures of success. Implement and maintains the unclassified cyber security programs. Oversees performance indicator process.
5. Establishes and employs processes and controls to ensure effective delivery of services and company compliance with contractual and other requirements relating to information management and IT services to include reviewing all procurement for computing services.
6. Establishes and negotiates criteria for services. Prepares Requests for Proposals and evaluates vendor proposals. Develops schedules for implementation.
7. Effectively communicate to management and department staff short term objectives to achieve long term plans for significant project goals while providing leadership through managing personnel, equipment, budget, and other resources
8. Establishes and develops policy and procedures related to IT and recommends, reviews and approves procurement of computing resources and development of disaster recovery of critical business systems.
9. Ensures capability and performance of staff through selection, termination, performance appraisals, and professional development. Assigns and reviews work of staff to ensure reports, records, and analyses are timely, accurate, and in compliance with business requirements.
10. Must perform all responsibilities for environment, safety and health as defined in Procedure 1-3100 and adhere to the principles and functions of Integrated Safety Management.

SKILL REQUIREMENTS:

1. Bachelor's degree in Information Security, Computer Science or related field is required.
2. Five years of experience supervising or managing general business functions including some combination of: information technology, cyber security, project management, and information and records management OR eight years of professional experience in Informational Technology, Cyber Security or Information Management with proven leadership ability.
3. Demonstrated strategic planning, analytical thinking, conflict resolution, ability to influence others, and excellent communications and writing skills.
4. Experience in leading information technology, cyber security or information management projects in the

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federal government sector is strongly desired.

5. Knowledge of NIST 800-53 Rev 4 and the DOE-EM Risk Management Approach Implementation Plan (RMAIP) preferred.
6. Project Management Professional Certification preferred.
7. CompTIA Security+, CISSP and/or Microsoft Certified Professional certifications preferred.
8. Must be able to obtain/maintain a DOE "L" security clearance.

SELECTION AND NOTIFICATION:

All applicants will be notified of the receipt of their resume and of the anticipated date that the position will be filled. Those who are not selected for an interview will be notified in writing. Candidates who are selected for an interview will be notified of the final disposition. Applicants not selected for the position may reapply for other advertised vacancies within the Company.

HOW TO APPLY:

Interested applicants may apply by one of the following avenues:

Send a cover letter and current resume to:

**Centerra – Savannah River Site
Workforce Services Department
Bldg. 708-1B
Aiken, SC 29803**

- Email cover letter and current resume in Microsoft Word format to CENTERRAEMPLOY@srs.gov.

Women and minorities are encouraged to apply. As a condition of employment and in order to complete the required pre-employment check, either a U.S. passport or an original, certified birth certificate must be provided.

Internal applicants are encouraged to review their personnel and training files for completion and accuracy. Employees will not be considered if there is a current disqualifying disciplinary action in their official personnel file prior to Job Notification closing date.

External applicants must successfully complete a National Crime Information Check (NCIC) and Phase I (verification of references, employment, education, traffic, criminal background, and credit history) and Phase II (medical exam and drug screen) of the pre-employment process prior to report date.

This notification is posted internally and externally. For more information, please refer to SP 1-2510 or contact the Workforce Services Department at 803-952-7041 or 803-952-7997.