

# Job Description



<b>Job Title:</b>	<b>Administrative Analyst IMC0088</b>		
<b>Location:</b>	Washington D.C.	<b>Travel Required:</b>	Minimal
<b>Level/Salary Range:</b>	Dependent on qualifications	<b>Position Type:</b>	Full-Time
<b>Date Posted:</b>	9/9/19	<b>Posting Expires:</b>	When Filled
<b>Mandatory Job Requirements:</b>	<ul style="list-style-type: none"> <li>• <b>Please note that pursuant to a government contract, this specific position requires U.S. Citizenship.</b></li> <li>• <b>All applicants must have the ability to obtain a VA designated Low-Risk Background Investigation (BI)</b></li> </ul>		
<b>Applications Accepted By:</b>			
<b>E-mail:</b> Michelle Might, Corporate Recruiter, <a href="mailto:michelle.might@imcva.com">michelle.might@imcva.com</a> <b>Email Subject Line:</b> Administrative Analyst – VA OI&T			
<b>Job Summary</b>			

IMC is supporting the Department of Veterans Affairs' (VA), Office of Information & Technology (OI&T), Quality, Performance and Risk (QPR) which provides benefits and services to our nations Veterans. In meeting these goals, OI&T strives to provide high quality, effective, and efficient Information Technology (IT) services to those responsible for providing care to the Veterans at the point-of-care as well as throughout all the points of the Veterans' health care in an effective, timely and compassionate manner.

The Administrative Analyst provides meeting preparation support to OI&T senior executives, allowing them to focus their subject matter expertise on convening a specialized Governance Board. This high-visibility position requires an individual who can manage a high volume of administrative requirements associated with supporting the Board, it's functional committees and working groups. This role requires independent decision making and excellent time management skills.

## Responsibilities:

- Provide executive-level correspondence management and quality review including copy editing, formatting, and vetting.
- Enforce rules for the Governance Board, it's functional committees and working groups.
- Serve as an action officer (AO) managing actions on behalf of the Board, it's functional committees and working groups, coordinating with other offices and leaders as necessary.
  - Task and monitor the completion of requested tasks identified during meetings.
  - Request information or content when appropriate.
  - Establish a common understanding of priority levels for internal and external tasks, taking into consideration suspense date, audience/requestor, and potential risks.
- Prepare the Board, it's functional committees and working groups for high-level meetings by organizing pre-brief sessions and tasking read-ahead materials to create briefing folders.
- Plan meetings and site visits by developing agendas, identifying appropriate attendees, and providing logistical support.
- Enforce high standards of quality in content and work products, on behalf of the Board, it's



- functional committees and working groups.
- Maintain the Board, its functional committees and working groups schedule to optimize time and productivity by prioritizing meeting and requests.
- Maintain strong communication skills, diplomacy, comfort with the use of new technology.
- Support various database entry requirements.
- Maintain and disseminate meeting minutes, maintain staff training files, proofread memorandums, and perform basic document formatting.
- Perform a variety of support services such as property accountability, visitor access control, receptionist, ordering (pending Gov't approval) and receiving office supplies and equipment, editing or maintaining technical, cost tracking, programmatic and administrative documentation and references, preparing travel documentation and coordinating travel arrangements, operation of reproduction equipment to produce large volumes of documents, courier service and mail service, etc.
- Actively promote and represent a professional work environment and adherence to government protocol.

#### **Basic Required Qualifications:**

- Fluency with Microsoft Office to include the use of Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Microsoft Outlook, and Windows.
- An Associates Degree from an accredited institution of higher learning in a business field (Business Administration, Marketing, Human Resources etc.)
  - Experience will be considered in lieu of education
- Strong communication and interpersonal skills
- **Please note that pursuant to a government contract, this specific position requires U.S. Citizenship.**
- **All applicants must have the ability to obtain a VA designated Low-Risk Background Investigation (BI)**

#### **Desired Qualifications:**

- A Bachelor's Degree from an accredited institution of higher learning in a business field (Human Resources, Marketing, Business Management, Information Systems, Business Administration etc).
- Experience serving as an administrative assistant
- Demonstrate knowledge of Government agencies

#### **Background Information:**

*Innovative Management Concepts, Inc. (IMC), a Service-Disabled, Veteran-Owned Small Business, provides a broad range of information technology services to government and commercial clients. Since its founding in 1989, IMC has offered solutions and expertise in: IT operations and maintenance, cyber security, systems and network engineering and support services, cloud/hosting services, software engineering and development, website services, software quality assurance and testing (including IV&V), and project management. IMC is certified in International Organization for Standardization (ISO) 9001:2015 Quality Management, ISO 27000:2013 Information Technology Security Management, and ISO 20000:2011 Information Technology Service Management. Find out more about IMC at [www.imcva.com](http://www.imcva.com).*

*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law.*