

FALCONWOOD INC.

About Falconwood, Inc:

Falconwood, Inc. is a small, woman/veteran-owned business providing executive level consultants and programmatic support to Department of Defense (DoD) Information Technology (IT) initiatives and programs.

We provide expert consultation on a diverse range of IT subjects focusing on acquisition strategy, implementation activities and Information Assurance policy and engineering.

We have an immediate opening for an **IT Specialist** is responsible for developing, interpreting, planning and applying policies, processes, procedures and strategies in the delivery of multi discipline IT services required to achieve data and system integration/interoperability and compliance supporting OPNAV CIO.

Job Code: OP-ITS 02-18

Duty Location:

Pentagon and Crystal City

**Minimal travel may be required.*

The IA Analyst will:

- Develops, interprets, plans and applies policy, process, procedure and strategy in the delivery of multi discipline IT services required to achieve data and system integration/interoperability supporting OPNAV
- Recommends initial and modified contract task orders to accommodate site IT readiness
- Functions as an Assistant Contract Technical Representative (ACTR) on the Navy Marine Corps Intranet (NMCI)
- Functions as a liaison with higher level Command Contract Technical Representatives (CTRs) on NMCI-related issues
- Provides first level technical support for program personnel in various locations who have NMCI assets and peripherals
- Produce documents, presentations, reports, and other deliverables to address the client's needs

Required Qualifications:

- Bachelor's Degree with (2) years of experience in an IT related field

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- Security +
- **Active Secret Clearance**

Please reply directly to this position description with an updated resume and your salary requirements directly to Travis Jones at tjones@falconwood.biz.

Travis A. Jones
Falconwood, Inc.
Office: 703.888.4316
Cell: 703.850.9643
Email: tjones@falconwood.biz

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