

# 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 a **Program Analyst** to perform multiple tasks related to developing and implementing quality strategies and operational plans in support of the transition from the Navy Marine Corps Intranet to the Next Generation Enterprise Network, specifically in the areas of Facilities and Data Center Operations Management.

**Job Code: 205-18-61**

## **Duty Location:**

Either: 1) Washington Navy Yard, D.C.

*\*Minimal travel may be required.*

## **The Program Analyst will:**

- Develop and evaluate data center requirements for 24 x 7 data center operations, to include infrastructure, mechanical, and power requirements
- Coordinate with internal and external program stakeholder organizations, to include facilitating and recording stakeholder meetings
- Liaise with the Enterprise networks service provider(s) on projects, space allocations, and operational issues
- Assist with tracking and prioritizing data center infrastructure equipment maintenance and generator permits
- Develop and manage project scope, schedules, risks, and cost
- Apply change management, capacity planning, continuity management and asset management processes and methodologies, as well as core facilities competencies to transition planning activities
- Develop transition plans from current state to future state data center environments
- Draft, review, and revise data center documentation

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- Perform analysis of existing data centers and operational plans
- Research governing policies and apply them to operational plans and requirements
- Provide strategic data center facility infrastructure recommendations and plans
- Develop operational processes and SOPs, as aligned to ITIL v3
- Perform data center infrastructure assessments
- Monitor service provider activities and contract compliance for data center maintenance
- Support data center Technology Refresh planning, activities, and analysis
- Develop and present executive-level briefs
- Serve as action officer
- Provide general documentation support

## **Required Qualifications:**

- Minimum SECRET clearance
- Bachelor's degree and 5+ years of project experience
- Experience with supporting data center projects
- Experience with data center architecture and infrastructure
- Experience working in a data center environment
- Ability to read and decipher blue prints and elevation drawings
- Familiarity with DON network environments
- Proficiency in Microsoft Office applications, particularly Visio, Project, Word, Excel and PowerPoint
- Ability to work on a team as a member or a task lead, while keeping the overall project goal on schedule
- Ability to think independently with minimal oversight, as well as demonstrate exceptional written and oral communications skills
- Exemplary customer/client management skills and techniques

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**Desired:**

- Background in mechanical engineering
- Proficiency with AutoCAD
- ITIL v3 Foundation certification
- Project Management Professional certification

**Please reply directly to this position description with an updated resume and your salary requirements directly to Travis Jones at [tjones@falconwood.biz](mailto:tjones@falconwood.biz).**

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