Data & Electronic Content Manager/Librarian

Leidos, Bethesda, MD, US

Salaries: Not stated

Status: Full-time

Posted: 8/1/17

Deadline: Not stated

Position:

Data & Electronic Content Manager/Librarian

Position Description:

Leidos has an exciting opening for a Data & Electronic Content Manager in Bethesda, MD!

The Continuous Evaluation (CE) Data & Electronic Content Manager/Librarian is responsible for providing support in identifying, acquiring, and managing data and electronic information to meet time-sensitive personnel security needs.

Position Responsibilities:

- Guide the acquisition of data from interviewing both the customer and data providers, planning product demonstrations, evaluating data utility, identifying information sharing requirements, and managing the data throughout the entire life cycle of engagement to include Memorandums of Agreement, Terms of Use, and working through IT issues for connectivity purposes.
- Develop an awareness of existing classified and unclassified data products, trends in data services, and the analytical tools that will utilize the data
- Communicate information about the services and data sets so analysts are able to search, browse and discover meta-data to meet their needs
- Collaborate with other data librarians and intelligence community (IC) data holders/administrators to promote efficiencies and information sharing
• Build relationships with commercial and government data providers for improved analytical performance and communication of existing and new data products, services, and tools

**Required Qualifications:**

• Bachelor’s degree in a related field and 8+
• Currently possess a Polygraph.
• Security background
• Good interpersonal skills
• Ability to research, analyze, organize and present information.
• Initiative and good project management skills including the ability to manage multiple projects and changing priorities
• Excellent verbal and written communication skills, particularly an ability to work and interact with other members of the IC
• Familiarity with data life cycle management, web design, and scripting languages

**Closing Date:** Not stated