

**Information Engineer
(Senior Communications Lead Analyst)
Roles and Responsibilities**

This individual's responsibility will be to provide primary client interface for determining client requirements and translating them into work packages, including communicating with client concerning progress. The individual must have strong interpersonal and client relationship skills.

Provides support for communications and lifecycle management aspects of client operations in compliance with applicable internal control policies, requirements and standards.

Helps to implement communications lifecycle methodologies, plans, standards and procedures.

Supports client organization's communications initiatives, including newsletters and the client's Web presence. Responsible for supporting the integration of strategic plans and annual performance plans into the client organization's overall communications strategy.

This job has no direct supervisory responsibilities. May coordinate work activity of others as directed by team lead. May train new staff or provide technical guidance to lower level or support staff.

Background and Experience: (including education, skills, work activities)

Candidate must be experienced in, or have working knowledge of, various aspects of a federal environment, in particular working with communications, project, and lifecycle management strategies.

Candidate must be experienced in gathering client requirements, managing client expectations, and interacting with senior managers. Also, candidate will require strong organizational and communication skills.

Candidate must be able to work with little supervision and direction and work directly with the client as required. Specific duties will include, but will not be limited to:

- Maintaining a publication schedule for client's periodical
- Responding to client requests for Website content updates and coordinating 508 remediation with the 508 team
- Providing writing, design, and photographic services as needed to client organization
- Building an effective working relationship with the client's Communications Team Lead
- Assessing the customer needs and determining the best implementation of the Section 508 compliance verification workflow process.

(a) Minimum required:

Bachelor's degree, and ten or more years related experience in supporting communications initiatives in a Federal entity, or equivalent combination of education and experience.

(b) Desired:

Experience with designing or developing and implementing a federal or corporate communications methodology.

Can independently determine method of problem resolution. Uses own initiative and judgment to achieve desired ends. Work is reviewed upon completion for adequacy and results.

Must be able to develop solutions to problems using ingenuity and creativity. Candidate should have strong written and oral communication skills as well as experience in coordinating client activities.



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