

DCAM-16-NC-0121
Temporary Staffing Services
Attachment J7

Aggregate Group G
Information Technology Division

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Information Technology Division

IT Program Manager

Duties and Responsibilities:

In general, my old responsibility is/was that of an IT SME (Information Technology Subject Matter Expert) or Tier III Information Technology Support person; is to ensure the facts and details are correct so that the project's deliverable(s) will meet the needs of the stakeholders, legislation, policies, standards, and best practices. To achieve this, SMEs will:

- Teamed with CIO to write, implement, and manage an operational IT plan to address the Agency's immediate needs and long-range goals while maintaining its capital budget.
- Provides technical document review as well as requirements development & evaluation. Also, ensure that the documents maintain traceability between requirements and test cases/ test procedures for system test documentation.
- Contributes to the development of the process to respond to task requirements for the team.
- Provides systems engineering support and technical oversight for the development of IT systems.
- Provides full time systems integration and requirements support for the project.
- Performed systems requirements gathering and analysis.

Education:

- BA in Business Sciences or Information Systems

Experience:

- 10 to 15 Years in a computer related field.