



Management and Program Analyst Opportunity

Highlights:

You'll be...

- Joining a dynamic forensics team with many opportunities to grow professionally
- Working with other forensic experts in various fields to support the FBI and TEDAC missions
- Experiencing a unique opportunity to work with the FBI laboratory
- Obtaining some or enhancing your experience working in a fully functional government laboratory working closely with other forensics experts

Typical Day:

Work within the TEDAC Improvised Explosives Detection and Synthesis (TIEDS) Center, an FBI Laboratory Division, Department of Homeland Security (DHS) Science and Technology Directorate, and Transportation Security Administration (TSA) collaborative project created to rapidly assess the hazards and performance characteristics of improvised explosives (IEs), assess the potential lethality of IE-based articles and/or devices, and to define IE parameters in explosives detection technologies.

Tasks:

- Manage the inventory of non-expendable equipment using a database to reconcile balances and produce reports.
- Ensure equipment service contracts are current and equipment is properly serviced under warranty or service contract.
- Assist with the disposition of obsolete or excess equipment.
- Ensure adequate on-hand stock of expendable supplies and replenish as necessary.
- Maintain records for all property inventory and equipment / supply procurement actions.
- Research the availability and pricing of equipment.
- Recommend budget forecasts, monitor expenditures, and report on all external engineering development and service contracts and equipment purchases.
- Support operations at the Department of Homeland Security Detection Technology Center (DTC), by supplying IEs and test articles, assisting with explosives and device handling, and retrieving the articles following detection analysis.
- Conduct administrative taskings such as but not limited to budget analysis, visitor support, maintaining a schedule of programmatic taskings, development of metric tracking measures, timely completion, and dissemination of periodic reports, and drafting of high-level programmatic documentation and organization agreements, review and drafting of technical documentation, program management and oversight.

Required Qualifications:

- M. S. degree in Business Administration and 3 years in a project manager role tracking budget, deliverables, writing and maintaining collaborative documentation containing taskings and agreements.
- In lieu of an advanced degree, a B. S. degree in Business Administration with a minimum of 5 years' experience in a project manager role may be considered.
- Possess and demonstrate experience working with a wide variety of different governmental agencies and contract vendors to accomplish objectives across teams of various backgrounds.

Location: Huntsville, AL

Shift: Normal Day Shift

Citizenship: US citizenship required.



Apply: Online at <https://www.idealinnovations.com/careers>

Ideal Innovations, Inc. is an Equal Opportunity Employer:

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or veteran status.

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