



Labor Category: **Chief Analyst**

Part-Time Position - 20 hours per week

Primary Location: Patuxent River, MD

### **Essential Job Functions**

- Analyzes project requirements in the areas of business management, financial, management, program scheduling, critical path analyses, support requirements, and performs other related analyst/management activities required for successful completion of the task
- Directs impact studies, cost/benefit analyses, dependency models, and project tracking methodologies
- Provides guidance/direction to less experienced personnel as required

### **Skills**

- Expertise in all areas of Microsoft Office (required)
- Strong knowledge of databases (a plus)
- Excellent communication and interpersonal skills
- Ability to work independently with minimal supervision or work in a team oriented environment
- Self-motivation is necessary for meeting timely deadlines
- Ability to deal with all levels of staff
- Ability to think creatively
- Ability to adapt to change
- Customer service oriented
- Strong time management skills
- High level of attention to detail, accuracy, analytical thinking skills
- Strong communication skills
- Multi-tasking, self-directed pro-active professional who achieve quality results through attention to detail
- Excellent analytical and organization skills to solve problems and improve operational efficiency

### **Qualifications**

- Active Security Clearance (preferred)
- Bachelor's degree OR twelve years of experience performing the foregoing functions AND a high school diploma
- Perform an in-depth workload analysis, business process reengineering and detailed cost analysis Ability to manage a diverse set of analytical tasks all at once in a complex and changing environment
- Government experience (a plus)