

# Acquisition Analyst / Project Manager

## Summary/Objective

This position is for immediate hire and located in Alexandria, Virginia.

This position, under general direction, provides analytical management by planning, coordinating, directing programs, conducting surveys and studies, special projects and performs related work as required. The position performs responsible administrative and budget research and analyses and provides recommendations.

Must have experience in cost estimation support including DOD/SECNAVINST 5000 with an understanding of SEA 05C interactions including Cost Analysis Requirements Description (CARD) assumptions. Specific knowledge of NAVSEA Program Offices, Team Submarine organization, and PMS 404 Branches specifically is a plus.

The position is expected to perform analytical work requiring knowledge of administrative principles and analytical practices. Work is distinguished from that of lower classes in that it involves full responsibility for various staff and project functions.

## Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Compile and summarize relevant information and procurement profiles; provide acquisition and cost estimation support; and budget execution analysis for Navy Programs.
2. Plans, organizes, and coordinates various projects, programs and services involving diverse administrative operations; may administer or manage specific projects, programs and/or services; recommends and assists in installing improved administrative methods, procedures equipment and facilities.
3. Conducts research and analytical studies on a variety of programs and issues; coordinates and expedites reports and program information from departmental input; develops procedures and forms; formulates recommendations and prepares reports and correspondence.
4. Assists in determining financial methods, procedures and costs pertaining to a departmental service or program; conducts cost benefit analyses and reviews and prepares financial and statistical reports; coordinates contract arrangements with other organizations and private parties.
5. Confers with other departments, officials, consultants and explains policies and procedures; may make presentations on assigned projects and programs.
6. Provides staff support to committees or other departments, as assigned.

7. May assist in budget preparation and administration.
8. May administer various staff functions of the department and/or train and evaluate assigned staff.

### **Competencies**

1. Acquisition Management.
2. Cost Estimating.
3. Decision Making.
4. Thoroughness.
5. Time Management.
6. Customer/Client Focus.

### **Supervisory Responsibility**

This position has supervisory responsibilities.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

### **Position Type/Expected Hours of Work**

This is a full-time position, and hours of work and days are generally Monday through Friday, 8:30 a.m. to 5 p.m. Some weekend or evening hours may be necessary in urgent or emergency situations.

### **Travel**

No travel is expected for this position.

### **Required Education and Experience**

1. Bachelor's degree in related field.
2. Ten years of relevant experience.
3. DON/Navy specific
4. Skills must include the ability to summarize relevant information and procurement profiles.

### **Preferred Education and Experience**

1. DON/Navy – NAVSEA Specific
2. PMS 415 Undersea Defensive Warfare Systems and PMS 404 Lightweight and Heavyweight Torpedo Systems programs experience preferred
3. Cost estimating and acquisition management of ACAT programs

### **Work Authorization/Security Clearance (if applicable)**

This position requires a DoD Secret Clearance.

### **AAP/EEO Statement**

KMS Solutions provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.