Requisition No.: 2024-PM-03   **Need Date:** Immediate

Job Family: Configuration Management and Document Management Specialist – Lead Level

Position Type: Full Time Position

Exempt/Non-Exempt Classification: Exempt

Security Clearance Requirement: The candidate must be able to obtain a security clearance (DOD Secret)

Location: *In office*: The candidate will work at multiple locations in and about Manassas, Virginia

Education: Bachelor's Degree (preferred) or equivalent work experience in a related field. An equivalent of 4 years of combined education, professional training, or related work experience may be substituted for Bachelor's requirement.

Experience Level:
6-9 years of applied experience desired.

Travel: Local. May require occasional travel to off-site locations in the Manassas VA area.

Overview:
This is a great opportunity for a Configuration Management and Document Management Specialist to expand your skills by working in a dynamic environment supporting sonar systems for the submarine community. This position will oversee detailed drawings and documentation reviews by managing CM/DM systems and tools, libraries, workflows, and processes and will be required to interface with all departments and customer representatives supporting the programs. Candidates must be self-motivated with a strong work ethic and interpersonal skills. Sedna offers competitive salaries and benefits, but most importantly, career advancement opportunities. At Sedna people are our greatest resource, we highly value every employee, and pride ourselves at being extremely productive while delivering high quality products to our customers.

Job Responsibilities:
- Create and implement CM and DM processes that are accomplished within the bounds of a contract
- Managing CM/DM file repositories
- Overseeing the planning, managing, and reporting on the documentation created to fulfill customer configuration and data requirements
- Assist in planning, coordinating, implementing, and administering program data management systems, databases, and configuration management tools to support CM and DM requirements
- Participating in Pre-Testing and Pre-Delivery Audits, including FCA/PCA
- Facilitate program level Configuration Control Boards
- Collaborate with hardware engineering to coordinate processing and release of Engineering Change Requests/Notices
- Assign and control part numbers and serial numbers

- Manage and control As Built Lists (ABL) and all IUID labeling requirements as required by Sedna or Contract processes.
- Provide input into program level metrics to benchmark effectiveness of CM and DM performance.
- Ensure CDRLs and SDRLs are delivered on time and are controlled in the CDM database and delivered in accordance with the contract

Basic Qualifications:
- Ability to interface with Program management staff and the customers
- Experience with using configuration management tools
- Knowledge of configuration management standards
- Strong understanding of document control principals and best practices
- Good written and verbal communication skills
- Proficiency in the use of Microsoft products – Outlook, Excel, Power Point, Word
- Detail-oriented

Desired Qualifications:
- SharePoint management experience
- Deltek Costpoint Materials Module experience

Sedna is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.