

Labor Category: Configuration Analyst 5

Position Title: Weather Configuration Management Lead

Job Description: The Remote Sensing Systems Engineering & Integration (SE&I) team in El Segundo, CA has an immediate need for a Weather System Configuration Management Lead. This individual will lead Configuration Management and Data Management support activities for the Space and Missile System Center Remote Sensing Directorate (SMC/RS) Weather Programs, working with the RS SE&I Enterprise and Baseline Management Teams. The Lead will establish, document, execute and evolve a program CM process to provide configuration identification, control, status accounting and audits of the enterprise, ensuring the Government is properly represented and prepared to make program decisions at the CM board(s). This includes interfacing with prime contractor CM processes and board administration. A successful Configuration Manager will possess deep and broad knowledge and experience with systems engineering, integration activities, and configuration management environments. Candidate will provide SE&I CM support to the Weather Enterprise programs for SMC/RS. Major duties of the position include:

- Ensuring effective integration of CM practices across space, ground, and all other aspects of systems and organizations within the Enterprise
- Execute, organize, maintain, manage, and archive documentation for the Enterprise
- Help maintain and evolve an Enterprise CM program that is easily adopted and practiced throughout the appropriate SMC/RS programs
- Monitor compliance with all approved data standards, policies, and procedures
- Support acquisition-related activities ensuring compliance with current CM policies and procedures
- Assist in the review of change requests and proposals such as Engineering Change Proposals / Contract Change Proposals / Requests for Proposals/Delivery Orders [ECPs / CCPs / RFPs / DOs] for adequacy, proper format, and completeness
- Facilitate and capture the topics, actions, and minutes for the Enterprise Configuration Control Board
- Assist and/or make recommendations with receipt, distribution, and review of change documentation within SMC/RS programs
- Review all change proposals and ensure configuration management practices are followed and documented
- Assist and/or make recommendations with receipt and review of Statements of Work (SOWs) or PWSs and RFPs for adequacy (proper format and completeness) and proper configuration management practices, as required
- Manage / update manual and electronic files / databases and archiving systems, as required.
- When required, develop and recommend procedures and numbering conventions for file processing and maintenance
- Coordinate management of the system's technical baseline with development, operations and sustainment team members

Interface and collaborate with SE&I team members, prime contractors, other team contractors, government civilians, and members of the U.S. Air Force

Required Experience, Skills and Attributes:

- Bachelor's Degree
- Strong, proactive individual who takes the initiative to identify, own and solve customer problems
- 15+ years of demonstrated configuration management experience with space, ground, operations and sustainment segments of DoD, and other Government space programs
- Experience leading configuration management and data management activities for complex space systems
- Experience overseeing a major contractor's configuration management and data management activities in support of a major system delivery
- Experience with configuration management and data management activities required for all phases of a system, from development, through operations
- Experience with MS Office applications
- Excellent verbal and written communications skills as well as organizational and problem-solving skills
- Demonstrated interpersonal skills to enable working, interfacing, and interrelating with diverse personnel and dynamic teams

Desired Requirements

- Master's Degree is preferred
- Weather and/or remote sensing program experience highly desirable
- SharePoint and LiveLink experience is preferred

Security Clearance

- Top Secret required

Duty Location

- El Segundo, CA