

IT Business Analyst/Technical Writer

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Position Description:

-Seeking an **IT business analyst/consultant** with knowledge and experience in Program Management, Requirements Analysis, Technical Writing, Gap Analysis and Project Management.

Roles and Responsibilities:

Work within a professional team, Federal Client, environment to assist in delivering quality service deliverables related to Information Technology and System Development Support within government agencies. Collect and analyze information and data and prepare documentation, reports, charts, and other relevant materials. Support development of recommendations and plans to address the strategic positioning and implementation of new programs within Federal/State agencies and potentially throughout a national program network.

Knowledge and Experience:

- Experience with System Development Life Cycle (SDLC)
- Experience with knowledge management programs, processes and tools
- Experience with Requirements Gathering and Analysis
- Experience with Technical Writing
- Knowledge of the MS SharePoint technology and collaboration environments

Key Responsibilities include:

- Meet deadlines in a fast-paced environment.
- Research and document system features and functionality.
- Participate in establishing style guidelines and standards for text and illustrations.
- As needed, attend meetings to determine software requirements; and write system requirement specifications, software specifications, end user documentation, and any other required documentation as part of deliverables.
- Provide documentation support that will include, analyzing user needs to determine functional requirements, updating and maintaining existing technical application documentation, and determining any new system documentation required to meet the projects requirements.
- Utilize a working understanding of systems analysis and design concepts

Required Skills:

- Excellent written and verbal communication
- Ability to deal with Clients and Meeting Deadlines in Fast Paced Work Environment
- Required: Basic Qualifications - Requires experience with writing technical documentation
- Understanding of Full Software Development Lifecycle
- Experience with Microsoft Office tools (Word, Excel, PowerPoint, etc). Experience with MS Project and Visio are required.
- Knowledge of and/or Experience with Enterprise Architecture (EA) and Capital Planning Investment Control (CPIC) is a plus

Required Degree:

- Bachelors degree in Information Technology or Related Field
- Masters Degree is strongly preferred.