



TECHSOURCE[®]
A Science & Engineering Consultancy

Job Title: Program Analyst

Job Location: Albuquerque, NM

Position Type: Full-time Exempt

Job Description

Summary/Objective: Provides contractor support to the Stockpile Services Division, National Nuclear Security Administration (NNSA) Service Center, Albuquerque NM, specifically in the areas of Military/Base Spares Requisition and Work for Others (WFO) programs.

Essential Functions

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

1. Monitors and generates monthly un-costed expenditure reports.
2. Solicits WFO proposals by obtaining data from site Management and Operating (M&O) contractor to produce cost estimates with projected delivery information for the DoD on the procurement of military spares, DOE-designed special equipment, and the repair of special equipment.
3. Reviews WFO funding packages for completeness and updates as necessary.
4. Maintains WFO database and generates reports.
5. Prepares and delivers various WFO monthly reports.
6. Monitors delivery schedules to ensure requirements are supported and within budgetary constraints.
7. Provides technical and logistics support at program meetings.

Competencies

1. Strong analytical skills
2. Detail oriented
3. Proficient in Access and/or other similar databases
4. Ability to use and analyze data sources to identify programmatic needs
5. Solid communication skills

Supervisory Responsibility

This position has no supervisory responsibilities.

Position Type/Expected Hours of Work

This is a full-time position. Regularly scheduled days of work are Monday through Friday.

Required Education and Experience

- AA degree
- Experience conducting program assessments



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- Experience performing data validation and quality control checks
- Experience working with DOE/NNSA

Preferred Education / Experience / Certifications

- BA/BS/MS/MA/MBA degree
- Familiarity with the DOE Standard Accounting and Reporting System (STARS)
- Experience working with M&Os

Security Clearance

- DOE Q or DoD TS clearance required

AAP/EEO Statement

TechSource is an Equal Opportunity Employer. Minorities, women, persons with disabilities, and veterans are encouraged to apply.

Drug-Free Workplace

Techsource complies with the requirements of the Drug-Free Workplace Act of 1988.

Other Duties

Please note that 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.