

**Long Wave Inc. Position Description**

**Position Title:** Data Manager

**Department/Location:** LW-SimTEC / Oklahoma CIty, OKC

**Supervisor:**

**Status:** Regular/Full-Time Non-Exempt

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**Primary Function:**

This candidate will be responsible for collecting data, managing a common source database and ensuring all documents are properly serialized and accounted for development of technical manuals in S1000D format/XML files. Candidate will work directly with Product Owners, Technical Editor and Writer, Technical Data Authors, System Engineering Technicians and Subject Matter Experts to create and deliver final technical manuals including Interactive Electronic Technical Manual (IETM) and training curriculum products.

**Essential Responsibilities:**

1. Incorporate content, format, review, and edit technical documents such as procedure manuals, service manuals, and related technical publications concerned with installation, operation, and maintenance of electronic, electrical, mechanical, and other equipment in a highly readable and clear manner.
2. Have a working knowledge of DoD specifications, i.e. S1000D. Develop Interactive Electronic Technical Manuals in S1000D format.
3. Incorporate content, format, review and edit technical documentation in existing Extensible Markup Language (XML) and/or Adobe Software technical manuals.
4. Possess excellent written and oral communication skills and be able to work well in a team environment. Work closely with members of the team to develop documentation and training material throughout the developmental stages of various projects, and to ensure the milestones and project deliverables are met across multiple projects.
5. Perform other duties as assigned.

**Job Requirements:**

*Minimum Requirements:*

* U.S. Citizenship with a Secret clearance and the ability to obtain a Top Secret.
* Experience with documentation tools in a technical role.
* S1000D conversion experience, understanding the DoD standards.
* Strong documentation authoring/editing skills and style guides a plus.
* Experience with XML/HTML/SGML editing software, i.e., EAGLE Publishing System or equivalent XML authoring tool.
* Strong written and verbal communication skills with fine attention to detail.
* Strong organizational skills and the ability to multitask on a routine basis while supporting multiple projects.
* 5 years’ experience writing/editing in a professional writing position.
* Proficient with Microsoft Teams and Office products (Word, Excel, Project, PowerPoint, SharePoint), JIRA, and Adobe Acrobat Pro.

**EOE AA M/F/Vet/Disability**