DETAIL OPPORTUNITY

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL RAILROAD ADMINISTRATION (FRA)

The RDI-1 - Office of Research, Data, & Innovation is soliciting applicants for a 6-month detail assignment for eligible candidates. The detail is open to DOT employees with the applicable skills, experience, and qualifications. If you’re interested in the position listed below, please send a copy of your resume and your most recent performance appraisal to FRARDIjobs@dot.gov, and Subject Line: RDI-Detail (Unclassified Duties), **by 4 p.m. EST, Thursday**, **December 19, 2024.**

Please contact  Chris Coutin@dot.gov if you have any questions regarding the opportunity.

**The ideal candidate** is experienced in working with diverse stakeholder groups within the public and private sectors. Experience leading/facilitating meetings in-person and/or virtually. Using data visualization tools is preferred. 4+ years in government project management experience.

**Unclassified Duties:**

* Administers and supports current and future FRA Data Management operational activities.
	+ Data Access Requests to the FRA Data Lake (BIS).
		- Support entire lifecycle (cradle to grave).
	+ IT Intake Requests.           ‘
* Reviews and updates existing data management resources. Develops and updates new FRA data management resources.
	+ (ex:  FRA BIS Datasets Dashboard Reporting: Data Stewards and Data Governance Technical Advisors).
	+ Writing policies, procedures, and SOPs
* Assists and leads a variety of complex projects, occurring concurrently and/or in an overlapping fashion, including outreach events with other government agencies, diverse stakeholders and audiences.
	+ Ex: Support FRA Working Groups (Improving Grade Crossing Safety via Leveraging technology).
* Facilitates working group meeting sessions with FRA and key stakeholders.
	+ Ex: Technology companies, railroads, and other key private and public stakeholders.
* Performs project management related functions that include but are not limited to:
	+ Communicating updates to key stakeholders.
	+ Reporting updates, issues, risks, and opportunities to the Chief Data Officer using reporting tools such as Atlassian products and/or JIRA.
* Assists the development of knowledge management resources to empower FRA staff.
	+ Incorporate recommendations from GXAID JV Partners (Ardent and NTIS).
* Supports other data governance/data management activities.

**Qualifications:** Candidates must currently be a GS-14 and must have experience with government project management.

**Interviews may be conducted.**