

[Data Management Group](#) is a recognized Mid-Atlantic leader providing IT strategic and data management services to clients in both the commercial and government sector. We work with our clients to deliver business intelligence solutions designed to help businesses increase their corporate revenue, drive business growth and effectively compete in their markets. Due to phenomenal growth in strategic planning and data management services, our unique and exciting company is now expanding and looking for qualified individuals to join our staff. We are currently recruiting for:

FOIA Analyst - Washington, DC

The candidate must possess the knowledge and understanding of FOIA and Privacy Act processing procedures and experience in applying appropriate exemptions to complex requests. This person will be responsible for ensuring released materials do not contain personal identifiers, reveal secrets directly or indirectly, or contain information used for law enforcement purposes or other information exempted under the applicable statutes.

Duties may include, but are not limited to: reviewing completed requests for appropriateness of materials to be or not to be released, composing response letters, clarifying requests, negotiating additional response time, and coordinating with component on conducting searches for responsive documents. This position will serve as the initial liaison with other agencies, appellants, and requestors regarding requests for records that may involve more than one client component. Additionally, this person will be expected to negotiate with submitters of records, and with requestors of those records, to clarify requests in order to make release determinations or recommendations.

Applicants selected for this position will be subject to a government security investigation and must possess an active Secret level clearance or higher.

We will not be able to consider applicants who do not possess a current DoD Secret-level or higher clearance.

To apply for this position, please send a resume, cover letter and salary expectations to resumes@datamanagementgroup.com.