

## **Information Technology Specialist (Developmental) AD-2210-00 Job Announcement**

Arlington, VA

**\$43,684 - \$100,736**

### **Job Summary:**

This position is located in the Arlington, VA Office of the Special Inspector General for Afghanistan Reconstruction (SIGAR). The incumbent reports to the Information Technology Director. The incumbent will serve as a technical specialist in support of hardware/software installation, configuration, and testing, and inventory management of systems hardware. The incumbent will be provided a variety of developmental assignments designed to reach the full performance level of the position.

### **Major Duties:**

Incumbent initially serves as an advanced trainee performing developmental work assignments in Information Technology (IT). Work assignments performed are of moderate complexity under close supervision designed to provide formal and on-the-job training (OJT) in aspects of IT. The full performance level of the position is Information Technology Specialist AD-2210-00. Incumbent is given a variety of developmental tasks and assignments specifically selected to broaden skills and provide experience for progressively more complex assignments. Work assignments are selected to combine productive work with supervised OJT in judgmental aspects of IT best practices, techniques, and materials. Emphasis is on developing an understanding of relationship of IT programs to agency objectives, management problems/requirements and IT governance/best practices.

Serves as a member of the SIGAR IT staff providing support to a variety of projects to provide information management end user support and maintain desktop ADP services. Analyzes requirements and assesses problems, evaluates options and determines and implements actions to fulfill requirements. Performs additions, changes, and moves of ADP hardware and software, and provides training and technical assistance to end users.

Monitors service level agreements on various IT contracts; advising on and/or resolving moderately complex IT requests; assisting advising staff on agency IT best practices; effectively communicating agency policies and regulations; assisting senior level specialists in special projects; providing research and development on current and future IT projects. Provides support for the execution of procurement of ADP requirements, including hardware, software, technical support, and supplies. Leads preparation of requisitions and orders within established timeframes. Obtains vendor quotes, in accordance with regulations, obtaining several competing offerings.

Maintains/provides market analysis and sole source or brand name justifications as necessary. Maintains accurate database with relevant data on all procurement items. Maintains current and historical files related to each procurement item. Prepares receiving reports and provides cost information to Budget Office on a timely basis.

Performs administrative tasks and projects to support the mission of SIGAR. Such tasks and projects include: administer property accounting for SIGAR's ADP equipment, requisitions phone or other communications services, requisition supplies, prepare internal management control program documents, and other administrative requirements.

Performs other duties as assigned.

### **Knowledge Requirements:**

Position requires incumbent use knowledge of IM technology, work processes, regulations, laws, standards, and procedures to develop plans and specifications, and to schedule and conduct projects. Projects often require the incumbent use leadership skills, and to coordinate or manage efficient and effective use of project resources. Work requires adaptation of standard practices and application of fact finding, analytical, and evaluative skills to trouble shoot and resolve compatibility problems; and to identify and review alternatives, and select or recommend technical implementations and new or revised methods. The incumbent will render recommendations, advice, and training in context of the objectives, overall design, configuration, external interfaces, and operating principles of systems supported. At the full performance level, the position requires proficiency in all areas of information systems life cycle process (e.g. specifications, system documentation, design, development, configuration management, cost analysis, data administration, system integration, testing). It requires specific knowledge of work processes, governing rules, system and file designs, manual process interfaces, configuration, application tools, and computer and clerical processes applicable to assigned projects. Position requires proficient skills in Windows desktop interfaces and office automation software and hardware. It requires knowledge of local and wide area networking, TCP/IP communications concepts, and network management protocols; as well as knowledge of industry recognized information security threats and safeguards, and Army and Department of Defense (DOD) information systems and other related security regulations and guidance. It requires knowledge of Contracts and Federal Acquisition Regulations (FAR) necessary to ensure procurement practices comply with the law.

Knowledge of procedures, technology standards, software utilities, fact finding approaches, documentation techniques, and established requirements of the organization in order to carry out administration responsibilities based on approved designs generally developed by senior level specialists.

Incumbent must have hands-on working knowledge in MS Windows XX, Microsoft Office, Antivirus Utilities; experience with IBM-compatible personal computers, terminal, peripheral equipment and associated software repair, installation, configuration and

system operation and their supporting hardware to include hard drives, network interface cards, and other interface peripherals; and various telecommunications software. High-quality verbal, written, and customer service relations highly desired.

### **Other Requirements:**

Candidates for this position:

- may be considered essential to the overall support of the SIGAR mission. If considered emergency essential, failure to meet emergency essential requirements may result in separation for the efficiency of the Federal Service (Ch. 75, Title 5 USC; FPM Ch. 752).
- may be required to submit an Executive Branch Confidential Financial Disclosure Report.
- must complete a Form SF 312, Classified Information Nondisclosure Agreement.
- must be eligible for and be able to maintain a TOP SECRET clearance.

Overseas travel may be required. In support of this travel, the incumbent is required to meet minimum standards of fitness for deployment to the CENTCOM region to include the ability to wear personal protective equipment, including protective mask, ballistic helmet, body armor, and chemical/biological protective garments.

### **Reemployment of Annuitants:**

Reemployed Annuitants may be eligible for appropriate pay rate for the position without a reduction in pay or of the annuity. As a result, the salary of the annuitant is not offset by the amount of the annuity received for the period of employment.

Applicants should send a resume via email to [sigar.pentagon.m-s.mbx.jobs@mail.mil](mailto:sigar.pentagon.m-s.mbx.jobs@mail.mil) with “**IT Specialist (Developmental)**” in the subject line.