



The Office of the District of Columbia Auditor is pleased to announce the following job opening:

Announcement No:	DCA-01-18	Position:	Supervisory IT Specialist (MS 14)
Re-Opening Date:	4/24/18	Closing Date:	Open Until Filled
If "Open until filled," First Screening Date:	5/1/18	Salary Range:	Grade 14 (\$99,659 to \$139,522)
Location:	717 14th Street, NW, Suite 900, Washington, D.C. 20005	Work Schedule:	8:30 AM - 5:00 PM
Promotion Potential:	No	Area of Consideration:	Open to the Public
Type of Appointment:	Management Supervisory Service (At-Will)	No. of vacancies:	1

This position is not a collective bargaining unit.

All applicants must submit (1) an employment application with responses to the ranking factors and (2) a resume. Resumes submitted without an application will not be considered. Applications submitted without a resume will not be considered.

"Residency Preference Amendment Act of 1988:" AT THE TIME OF APPLICATION, an applicant may claim a hiring preference over a non-resident applicant by completing the "Residency Preference for Employment" form, DC 2000RP, and submitting it with the employment application, Form DC 2000. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a DC 2000 form at the time of application; and (3) submit proof of bona fide District residency, as required, and maintain such bona fide District residency for a period of seven (7) consecutive years from the date of the appointment or promotion or forfeit the position. The preference will not be granted unless the claim is made at the time of application.

Brief Description of Duties:

The Office of the District of Columbia Auditor (ODCA) seeks a highly qualified Supervisory IT Specialist with responsibilities for overseeing all computer operations consisting of multiple hardware platforms and servers and providing information technology support for a 32-person independent District agency. The incumbent recommends, manages and implements the agency's information and telecommunications technology policy and procedures including complex configuration, database and online monitoring and tracking, and the recommendation of specialized programs of console automation.

The Supervisory IT Specialist coordinates resolution of issues related to the ODCA audit operating system with other District Information Technology (IT) systems, including Applications Development, agency operations, and hardware. Has responsibility for planning, organizing, directing, controlling and coordinating all ODCA communications issues, agency computer operations, client server, production control activities and tape library services to ensure effective, responsive, economical and quality operations. Also has responsibility for developing an agency IT strategic plan, serves as the agency ATC coordinator and oversees Help Desk operations.

Develops, administers, and maintains agency's IT strategic plan, policies and procedures. Meets with agency staff regularly and provides suggestions, advice, and assistance on their assignments as they relate to IT matters. Due to the delicate and confidential nature of audit work, incumbent exercises discretion in discussing information concerning audits handled by the Office of the District of Columbia Auditor.

To implement the duties of this position, the incumbent:

- Leads major IT initiatives including the review of the architecture of existing and proposed technical systems; managing the promotion of software releases through various environments to ensure integrity and quality assurance metrics are met; managing hardware platform and client server operations; procurement activities; and leading operations and maintenance efforts system wide;
- Must possess project management skills;
- Manages the planning and implementation of new and enhanced computing applications and participates in the system change and problem management decision-making process;
- Establishes, maintains and enforces the appropriate operating procedures and standards, and assigns areas of responsibilities, including but not limited to, system availability procedures;
- Keeps up-to-date on latest technological advances and techniques for management of information technology installations through contact with equipment manufacturers, professional organizations and other Federal, State and local government users; and
- With the chief of staff, provides supervision and guidance to subordinate technical staff by establishing work standards and assignments, identifying developmental and training needs and evaluating work performance;
- Performs other duties as assigned.

For promotion from a **MS-14** position, the incumbent must apply/compete for a **MS-15** management position.

Educational Requirements: The incumbents of this position will possess a degree in computer science, engineering, information science, information systems management, mathematics, or a related area.

General Experience:

The **MS 14** Supervisory IT Specialist will have the following **required** skills:

- Will have a minimum of 8 years of progressively increasing technical experience in information management systems, local area networks, telephone systems, voice, video and data telecommunications systems, internet and intranet systems, and information systems support.
- Will have experience in securing the support and cooperation of managers, communicating ideas and technical material clearly both orally and in writing, and developing and sustaining positive business relationships.
- Will have the commitment and ability to resolve computer and network related problems that impact the agency; experience in developing and managing information technology budgets; experience in computer forensics; excellent customer services skills, and willingness to learn and implement new technology solutions such as transitioning to the cloud.
- Will have mastered information and technology systems design and development process, including requirements analysis, feasibility studies, software design, programming, pilot testing,

installation, evaluation and operational management.

- Should demonstrate mastery in computing systems platforms, operating systems and system commands, multiple hardware platforms, automated software tools, and online systems.
- Should demonstrate experience creating and maintaining website content and performing manual updates to content.
- Should demonstrate knowledge of HTML5, CSS, JavaScript, SEO (Google Analytics), and WordPress.

Desirable attributes include experience in the District of Columbia government, working in or with the District's Office of the Chief Technology Officer, and working in or with D.C. Net.

Competencies Required:

Customer Focus. Professionalism, dependability, integrity, and trustworthiness combined with a cooperative attitude. Solicits and values input and participation from colleagues to ensure goals are met.

Technical. Ability to learn and implement new technologies is critical.

Consultation. Work with management in evaluating business challenges and identifying opportunities, and to build ongoing support for solutions.

Communicates Effectively. Demonstrates openness, candor, and respect, in communicating with colleagues.

Project Management. Exercises project management to achieve outcomes efficiently and within appropriate time frames.

Ranking Factors:

1. Demonstrated skills and ability to resolve computer and network related problems that impact an agency/organization.
2. Demonstrated mastery in computing systems platforms, operating systems and system commands, multiple hardware platforms, automated software tools, and online systems.
3. Demonstrated ability to communicate technical information in a clear and concise manner.
4. Knowledge and experience in developing and managing information technology budgets.
5. Demonstrated knowledge and experience in District government or other related public service.