

## VETERANS EMPLOYMENT OPPORTUNITY ACT

Hiring for this position is governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995 ("CAA"). Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Senate Sergeant at Arms and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns ("veterans") may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans' preference if the veteran cannot claim his or her veterans' preference.

To be eligible for a veterans' preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans' Preference, which is available at [www.senate.gov/saaemployment](http://www.senate.gov/saaemployment).

If claiming a veterans' preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans' Preference along with the supporting documentation specified on that form. If the Office of the Senate Sergeant at Arms does not receive the Application for Veterans' Preference and supporting documentation by the closing date, the applicant's claim for a veterans' preference may be denied.

Applicants may obtain a copy of the Office's Veterans' Preference In Appointments policy by submitting a written request to [resumes@saa.senate.gov](mailto:resumes@saa.senate.gov).

Individuals who are entitled to a veterans' preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the obligations and efforts of the Office of the Senate Sergeant at Arms to provide veterans' preference to preference-eligible applicants in accordance with the VEOA. An applicant's status as a disabled veteran and any information regarding an applicant's disability, including the applicant's medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran's status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans' preference.



## INFORMATION TECHNOLOGY BRANCH MANAGER

### NATURE OF WORK

This is managerial and administrative work planning, organizing and managing a major information technology or telecommunications branch within the SAA. Work includes planning, defining and prioritizing work of several units; directing and managing professional and technical staff; developing, in conjunction with other department management, branch policies and procedures; and developing and monitoring budgets. Position is responsible for assisting in the formulation of department strategic and tactical plans and participates in the Senate strategic planning effort. Work is performed with considerable latitude to establish and direct work to meet organizational objectives. Work is performed under the general supervision of a Director.

### EXAMPLES OF WORK

*(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)*

- Manages the daily operations of the branch, including setting priorities, allocating resources, managing personnel and providing general oversight of projects.
- Manages and supervises staff recruitment, training, motivation and performance evaluation.
- Works with customers to develop new requirements, resolves complaints, provides information and responds to requests; serves as technical advisor to the Director on matters pertaining to the branch.
- Develops strategic and operational plans; provides project direction, coordination and resource allocation.
- Develops, implements and monitors the branch budget and budget expenditures; develops budget forecasts; provides input into budget testimony.
- Prepares and maintains status reports; approves purchases; and performs related administrative requirements.
- Develops standards for technical performance of information technology or telecommunications outsourcing; conducts regular reviews of vendor's contract performance.
- Represents the SAA in meetings and activities with senior management of other Senate or legislative branch organizations.
- Participates in user groups, task forces, and steering committee activities with other Senate or legislative branch organizations.
- Establishes policies and practices governing the operation, services and staff of the branch.
- Serve as the Director in his/her absence.

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*The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.*



### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work requires extended periods of confined sitting and hand-eye coordination working with computers. Expected to work unusual and perhaps unexpected hours during a COOP event.

### MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in Information Systems/Computer Science, Telecommunications or a related technical field; and eight to ten years of experience in information technology or telecommunications management; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of current and emerging technologies and principles of information technology or telecommunications management.
- Knowledge of capabilities and requirements of various computer platforms in centralized, distributed, client server and stand alone operating environments.
- Knowledge of the current principles and practices of public administration, including governmental procurement, contracting, personnel, and capital project management.
- Knowledge of project life cycle methodologies.
- Ability to define strategic plans and objectives.
- Ability to analyze complex issues and make recommendations for action.
- Ability to plan, direct, manage, and supervise programs and activities of several technical units.
- Ability to plan, assign and review the work of technical, professional and managerial personnel.
- Ability to manage multi-million dollar annual budgets.
- Ability to establish and maintain effective working relationships with Senate office and committee staffs, the public, and SAA directors, managers, supervisors, and subordinates.
- Ability to communicate effectively.

### LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

Must possess or be able to obtain a security clearance.

## Information Technology Branch Manager:

The United States Senate is seeking a Branch Information Technology Manager to lead and manage three sections responsible for SAA Information Technology Enterprise Infrastructure Support. Infrastructure responsibilities include enterprise database administration, Storage Area Network and enterprise backup support, messaging services, public websites, virtual servers, and IBM mainframe support. Responsibilities include 24 x 7 operational support of enterprise systems and oversight of 24 staff and 10-15 contractors.

The successful applicant will work under the direction of the Technology Development Services Director. The successful applicant will supervise three direct reports and Branch staff, including Senate staff and contract staff, by providing direction, setting priorities, reviewing and evaluating work and conducting performance reviews. The applicant will develop section work plans and assign projects, tasks, resources, deadlines and priorities to staff. Responsibilities include evaluating alternative infrastructure technologies and future infrastructure designs, functioning as Contracting Officer's technical representative, participating in vendor negotiations, monitoring contractors' performance, reviewing contractor invoices and certifying acceptance. The applicant will confer with other sections, divisions, departments and vendors to gather information and support IT Contingency Operations at alternate Senate sites for enterprise systems.

The above position requires a Bachelor's degree and advanced studies in a computer science related field or equivalent experience. Experience desired in project management, systems testing and quality assurance, systems analysis and design, and systems integration and support.

### Requirements:

- Excellent written and oral communications skills.
- Strong interpersonal, and organizational skills.
- Experience in planning and executing multi-million dollar budgets.
- Eight to Ten (8-10) years of operational IT experience.
- Five (5) years of supervisory experience.
- Five (5) years of project management experience.
- Five (5) years of infrastructure support experience.
- Five (5) years of experience in IT architecture and design.