



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION:

INFORMATION SYSTEMS ADMINISTRATOR

DEPARTMENT:

DISBURSING OFFICE

SALARY RANGE:

\$78,663 - \$121,928

CONTACT

Human Resources
Room SH-231B Hart Building
E-mail: resumes@sec.senate.gov
Fax: 202-228-3603

POSTING DATE:

December 13, 2011

DEADLINE FOR APPLICATIONS:

December 28, 2011 Applications will NOT be accepted after 6:00 p.m.
E-mail, fax or hand-deliver applications.

E-mail your submission to resumes@sec.senate.gov. Put the title of the position you are applying for in the Subject of your e-mail. If you do not reference the position you are applying for in the subject of your e-mail, your information may not be forwarded for further consideration.

VETERANS' PREFERENCE:

Hiring for this position will be governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995. Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Secretary of the Senate 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 may be obtained by visiting www.senate.gov, click "Visitors," then "Employment." The Application for Veterans' Preference will appear under "Secretary of the Senate Office of Human Resources."

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 Secretary of the Senate 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 vets@sec.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 Office of the Secretary of the Senate's obligations and efforts 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.

All applicants should submit a Secretary of the Senate Application for Employment (and, if applicable, Application for Veteran's Preference and supporting documentation specified on that form), cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.

**UNITED STATES SENATE
OFFICE OF THE SECRETARY**



INFORMATION SYSTEMS ADMINISTRATOR

Department: Disbursing Office

Reports to: Deputy, Information Technology and Strategic Planning

NATURE OF WORK

This is technical work providing system administration and support for the Senate Disbursing Office and to users of the office's Senate-specific financial management systems. Work includes monitoring networks and computer operations, assisting users with applications and planning, and scheduling the installation of hardware and software updates. Work is bound by standard office policy and procedures but requires independent judgment in setting priorities and handling unusual assignments.

ESSENTIAL FUNCTIONS

Administers and ensures continuity of operations by maintaining the network, Internet and database servers for the Senate Disbursing Office; evaluates processing capabilities and needs, hard drive space, memory and performance; provides for system data consistency and integrity; and troubleshoots problems with network, Internet and database systems.

Assists in application, development, enhancement and distribution/installation of Senate-specific developed software for Senate users; monitors and maintains various software databases to ensure data integrity; and troubleshoots and resolves user matters involving significant or complex issues.

Participates in system conversion projects; ensures requirements are fully incorporated into new design; ensures data migration, acceptance testing, training, policy and procedures development are timely and effective; develops functionality and quality assurance test plans; evaluates test results; develops and/or specifies system-related compatibility requirements; and maintains system tables.

Serves as liaison to Disbursing and Senate staff providing information and assistance with technical problems; provides Senate offices with advice and assistance related to financial policy and use of the automated accounting systems; assists in training users of the Disbursing office's financial management systems; and assists in the development of system operating policies and procedures.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing the work. Work is essentially sedentary with occasional walking, standing, bending, and carrying items 25-50 pounds

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.

PB: 11

FLSA: Exempt

12/07/2011



**UNITED STATES SENATE
OFFICE OF THE SECRETARY**

MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in Information Systems, or a related field, with three to five years experience in financial systems administration/information analysis; or an equivalent combination of education and experience that provide the following knowledge, skills and abilities:

Knowledge of the capabilities, operating requirements and program operation of computers, networks and peripheral equipment.

Knowledge of applicable database and network programs.

Knowledge of the Senate as an institution.

Ability to administer and troubleshoot computer systems, programs and networks.

Ability to plan, organize and conduct system analysis, system maintenance and security.

Ability to identify and resolve complex financial management system problems.

Ability to apply accounting knowledge to develop procedures and guidelines.

Ability to deal with others using tact and diplomacy.

Ability to communicate effectively, both orally and in writing.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.

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.

PB: 11

FLSA: Exempt

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