

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.

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.

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.



SENIOR INFORMATION TECHNOLOGY MANAGER

NATURE OF WORK

This is senior level professional and managerial work planning and managing the work of a large technical unit. Work includes supervising the work of technical and professional personnel and/or contract vendors. Work also involves project management, formulating and monitoring the section budget, providing forecasts, cost/benefit analyses, and technical recommendations to senior management. Work is performed with considerable independence under the direction of the Information Technology Branch Manager.

EXAMPLES OF WORK

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

- Supervises section staff by providing direction, setting priorities, assisting with problem resolution, reviewing and evaluating work, counseling staff, and conducting performance reviews.
- Develops section work plans and assigns projects, tasks, resources, deadlines and priorities to staff; monitors work progress, adjusts project schedules and updates status of work on a regular basis.
- Develops strategic plans and technology/operational forecasts; provides project direction, coordination, and resource allocation; develops project schedules and tracks expenditures; reviews final products; coordinates project acceptances with customers.
- Functions as Contracting Officer's Technical Representative; participates in vendor negotiations; monitors contractors' performance; reviews contractor invoices and certifies acceptance.
- Develops and monitors section budget.
- Confers with other sections, divisions, departments, and vendors to gather and disseminate information; represents the SAA organization in discussions of projects; participates in organizational decision making.
- Develops and implements policies, standards and procedures.
- Coordinates new product transition, deployment and support; leads task forces.

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.

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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.

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MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in computer science, telecommunications, or a related technical field, and eight to ten years of experience in systems support, systems development or applications development, with at least two years of work in a lead or project manager capacity; 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 management.
- Knowledge of capabilities and requirements of various computer platforms in centralized, distributed, client server and stand alone operating environments.
- Ability to set goals, plan, and monitor project or contract budgets.
- Ability to plan, supervise, assign and review the work of a large professional and technical staff.
- Knowledge of project life cycle methodologies.
- Ability to communicate effectively.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.

Senior IT Manager for Enterprise Databases to support its information technology programs. The successful applicant will lead a team supporting Oracle, SQL Server, DB2, and MySQL databases in an enterprise environment.

Responsibilities include:

- Managing information technology staff by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Completing projects by coordinating resources and timetables with other departments as needed.
- Protecting assets with appropriate disaster recovery and back-up procedures, and information security structures and system audits.
- Defining financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances and initiating corrective action.
- Providing troubleshooting of database instances and OS level support leveraging a wide-array of configurations, including local and multi-site failover clustering and Hyper-V virtualization.
- Analyzing resource bottlenecks and providing suggestions to team, management, and internal customers on how to alleviate pressure and plan for capacity.
- Providing recommendations and strategies to application owners on how to improve performance and scalability of their database components.
- Providing architectural guidance on strategies to improve operations and monitoring of current and future implementations.
- Implementing and maintaining security, encryption, backup and disaster recovery strategies for OS and databases.

Requirements: Minimum of BS plus 8 years of database administration experience and at least 3 years work experience in a lead or project manager capacity, or equivalent combination of education and experience.

Minimum of 8 years of experience in:

- Supervising, planning, assigning and reviewing work for a professional and technical staff
- Project management, monitoring projects and contract budgets
- Database administration and systems administration for various databases and platforms
- Implementing and managing clustering
- Implementing and managing high-availability technologies (replication, mirroring, failover clusters, etc.)

Desired (Additional) Skills:

- Experience implementing and managing Oracle, SQL Server, and/or MYSQL databases
- Experience with Sun and HP hardware platforms
- Experience implementing and managing MySQL databases
- Excellent organizational skills

- Excellent analytical and problem solving skills
- Understanding of complex information and requirements
- Good prioritization skills and be flexible enough to adapt plans
- Good evaluation skills
- Good communications skills - written and verbal
- Confidence in decision-making, ability to make the tough decision
- Have a team-playing mentality
- An ability to work to tight deadlines and within constraints

To be considered for this position, all applicants **must** submit a U.S. Senate Sergeant at Arms Application for Employment with a cover letter and current resume to the SAA Human Resources Department. Application packages can be emailed to us at resumes@saa.senate.gov, faxed to us at 202-228-2965 or hand-delivered to Room SH-142, Hart Senate Office Building. Please **DO NOT** submit applications or resumes via U.S. Mail. The SAA Application can be found at http://www.senate.gov/employment/saa/pdf/Employment_Application.pdf

**Note: The application link is case sensitive*

Application Packages submitted without a U. S. Senate Sergeant at Arms Application will not be considered

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