



# *U.S. Senate Sergeant at Arms* **Human Resources**

## **Vacancy Announcement**

**POSITION:**

**Information Technology Manager #290**

**DEPARTMENT:**

Information Technology Support Services / Equipment and Capitol Exchange Services / Mobile Communication Services

**SUMMARY:**

This is managerial work overseeing the ordering, receiving, delivery and installation of wireless products and services in support of the Senate community. Work includes assigning and reviewing the work of other employees working with wireless products and services, planning budgets and approving purchase orders. Work involves project management, vendor oversight, product evaluation, formulating and monitoring the section budget, and providing recommendations to senior management.

**SALARY RANGE:**

\$97,000 - \$145,498

**HOW TO APPLY:**

All applicants must use the link below and follow instructions.  
<https://sen.gov/M5V9>

**POSTING DATE:**

Thursday, March 19, 2020 to **Monday, April 20, 2020**

**U.S. Senate Sergeant at Arms, Human Resources \* Senate Hart Building SH-142, Washington, DC 20510 \* Phone: 202-224-2889**

The SAA is an equal employment opportunity employer in accordance with the requirements of Senate Rules and regulations and applicable federal laws. It is the policy of the SAA that all employment actions will be administered without regard to an employee's or an applicant's race, color, national origin, religion, disability, genetic information, age, gender, sexual orientation or uniformed service.



## INFORMATION TECHNOLOGY MANAGER

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### NATURE OF WORK

This is professional and managerial work planning and managing the work of a small 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.

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### 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.
- Functions as Contracting Officer's Technical Representative; participates in vendor negotiations; monitors contractors' performance; reviews contractor invoices and certifies acceptance.
- 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.
- 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.
- Develops and monitors section budget.

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### 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 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.

## 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.