



U.S. Senate Sergeant at Arms Human Resources

Vacancy Announcement

POSITION:**Senior Equipment Services Specialist (#108)****DEPARTMENT:**

Information Technology Support Services / Equipment and Capitol Exchange Services / Shipping, Receiving and Repair

SUMMARY:

This is lead administrative and technical work responsible for overseeing the ordering, receiving, shipping, inventorying, and delivering of equipment and services in support of the Senate community. Work includes assigning and reviewing work of other employees, and preparing purchase orders, invoices and other paperwork. Work also includes tracking inventory and spending for equipment and services. Work in this classification is distinguished by its level of expertise, lead assignments, and the complexity and visibility of issues. Work is performed with considerable independence under the general supervision of an immediate supervisor, and is reviewed for quality and quantity of work performed and adherence to policies and procedures.

SALARY RANGE:

\$58,162 - \$87,242

HOW TO APPLY:

All applicants must use the link below and follow instructions.
<https://sen.gov/3V27>

POSTING DATE:Tuesday, February 05, 2019 to **Tuesday, February 19, 2019**

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.



SENIOR EQUIPMENT SERVICES SPECIALIST

NATURE OF WORK

This is lead administrative and technical work responsible for overseeing the ordering, receiving, shipping, inventorying, and delivering of equipment and services in support of the Senate community. Work includes assigning and reviewing work of other employees, and preparing purchase orders, invoices and other paperwork. Work also includes tracking inventory and spending for equipment and services. Work in this classification is distinguished by its level of expertise, lead assignments, and the complexity and visibility of issues. Work is performed with considerable independence under the general supervision of an immediate supervisor, and is reviewed for quality and quantity of work performed and adherence to policies and procedures.

EXAMPLES OF WORK

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

- Reviews, assigns and monitors the ordering, receiving, shipping, issuance, delivery, transfer, activation, installation, and suspension of equipment and services; provides guidance and assists in orienting and training new employees.
- Provides escalation of state installation issues with IT equipment that has been shipped out to state offices; determines equipment compatibility of stock equipment.
- Oversees the preparation of return-to-stock equipment for disposition, including the operation and troubleshooting of various software applications to wipe equipment, and ensuring data has been removed; works closely with COMSEC to ensure all equipment is skidded and prepared by NSA standards.
- Provides guidance to program users and system administrators with regard to troubleshooting issues, providing system requirements, testing new and modified applications and implementing new processes; works closely with other technical groups to assess functionality issues, take corrective action and expand solutions.
- Responds to inquiries regarding the configuration of cables; provides cables as required.
- Leads and maintains inventory; resolves inventory issues and questions found during routine inventories in Senate offices.
- Inputs information to automated inventory management and online ordering systems, as well as databases for tracking equipment and services; generates reports.
- Coordinates among Senate offices, Senate Help Desk, and vendors to resolve technical problems.



- Adds, changes and deletes products and services to the technology catalog; provides customized products, configuration sheets and enhancements to the catalog; provides detailed descriptions of equipment based on user requirements; ensures that current prices are quoted; assists with testing the catalog changes and enhancements before products and services are available to the Senate community.
- Works with SAA Finance and vendors to resolve billing questions for Senate offices, Committees and SAA accounts.
- Serves as liaison between Senate offices and vendors; maintains and provides accurate documentation of equipment assignments; assesses eligibility of Senate offices for requested equipment based on current allocation regulations.
- Receives bids from various vendors; initiates purchase orders for Senate equipment; initiates purchase orders for repairs and tracks service calls; renews and cancels equipment maintenance contracts.
- Analyzes the needs of Senate offices and assists with identifying the best equipment to meet those needs; assists offices with the purchase of non-standard equipment, verifying price and availability.
- Serves as liaison between the Senate and the General Service Administration (GSA) on local and state equipment; maintains and provides accurate documentation of equipment assignments to Senate offices; maintains and consults file on GSA contract schedules to verify pricing and specifications of equipment
- Documents policies, procedures, and business practices to ensure proper adherence to SAA organizational plans and vendor requirements.
- Evaluates technical recommendations for soundness, completeness and consistency with operational and strategic objectives.
- Coordinates the disposal of all excess equipment; coordinates with SAA off-site warehouse for removal and storage of local excess equipment.
- Assists supervisor in developing, forecasting, and monitoring budget and expenditures.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work requires good hand- eye coordination, the ability to sit or stand for extended periods and occasional physical effort such as standing, walking, bending, kneeling, crawling, and/or safely lifting or safely carrying objects up to 50 pounds.

MINIMUM QUALIFICATIONS

Work requires a high school diploma (or GED), and three to five years of experience in coordinating IT, telecom and/or general office equipment, and an understanding of inventory management methods; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:



- Knowledge of modern public procurement, inventory control and asset management practices.
- Knowledge of office equipment, computers, relevant software/Web applications, and spreadsheets and databases.
- Knowledge of project management methodologies and principles.
- Ability to comply with departmental rules, regulations, procedures and functions, including policies and regulations set by the Senate Rules Committee and the Senate Committee on Ethics.
- Ability to plan, organize, and assign the work of staff.
- Ability to assign, inspect and coordinate work in an efficient manner.
- Ability to respond to customer inquiries and complaints in a tactful, timely and courteous manner.
- Ability to enter and to keep accurate computerized records.
- Ability to install, test and remove equipment.
- Ability to establish and maintain effective working relationships with coworkers, vendors, and other Federal agencies.
- 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.

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.