



U.S. Senate Sergeant at Arms Human Resources

Vacancy Announcement

Reposting (Previous applicants need not reapply.)

POSITION:

Senior Information Technology Program Manager #591

DEPARTMENT:

CIO/ Technology Governance & Budget/ Project Management

SUMMARY:

This is senior-level professional work planning, scheduling, managing, monitoring and executing information technology (IT) programs and projects for the Sergeant at Arms (SAA). Work includes setting schedules, developing statements of work, participating in the source selection process, overseeing contract vendors, and coordinating with various SAA departments to accomplish project and program goals and objectives. Work in this classification is distinguished from the IT Program Manager by its level of expertise and complexity of projects.

SALARY RANGE:

\$97,970 - \$146,953

HOW TO APPLY:

All applicants must use the link below and follow instructions.
<https://sen.gov/4JRQ>

POSTING DATE:

Tuesday, December 08, 2020 **(Until Filled)**

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 INFORMATION TECHNOLOGY PROGRAM MANAGER

NATURE OF WORK

This is senior-level professional work planning, scheduling, managing, monitoring and executing information technology (IT) programs and projects for the Sergeant at Arms (SAA). Work includes setting schedules, developing statements of work, participating in the source selection process, overseeing contract vendors, and coordinating with various SAA departments to accomplish project and program goals and objectives. Work in this classification is distinguished from the IT Program Manager by its level of expertise and complexity of projects. Work is performed under the general direction of an IT 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.)

- Develops major project and program plans; prepares briefings and reports.
- Communicates project and program plans, goals, schedule, technical direction, and impacts to stakeholders; conducts project management meetings; garners and maintains support for the project or program; provides regular updates to stakeholders.
- Manages and maintains major project and program plans.
- Reviews and evaluates proposals for completeness and adherence to Senate policies, procedures, rules and regulations; participates in the source selection process.
- Prepares large budget estimates; monitors and tracks actual expenditures against the project or program budget.
- Monitors the progress, milestones, and deliverables; provides performance feedback and recommendations.
- Serves as a Contracting Officer's Technical Representative (COTR).
- Develops contingency plans to mitigate risks, as needed.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed primarily in an office environment and may require extended periods of computer use, standing, and walking around the Senate buildings and grounds.



MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in information technology, business administration, public administration, or a related field, and five to eight years of experience in program management/ project supervision; or any equivalent combination of education and experience that provides the following knowledge, skills, and abilities:

- Knowledge of principles, methods and practices of project management, including project budgeting, scheduling, staffing, risk management and requirements analysis.
- Knowledge of business analysis principles, techniques and tools.
- Knowledge of modern research methods and practices.
- Ability to analyze difficult and complex issues and to make recommendations for action.
- Ability to conduct research and prepare clear and concise analyses and reports.
- Ability to develop and implement both short and long range project plans.
- Ability to work effectively with all levels of management and staff.
- Ability to lead or assist project teams and to bring projects to completion on time and within budget.
- Ability to communicate effectively.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.

Senior Information Technology Program Manager Addendum

The United States Senate is seeking a Senior Program Manager. This position will require the skill set and experience to set up and run a Program Management office. The ideal candidate will be able to hit the ground running with very little oversight, with the ability to develop a working knowledge of the Senate and its environment. This position will need the experience of managing multiple big projects that interlace with multiple areas within an organization. This positions focus is more on Program Management with IT not being its main focus.

Desired Qualifications and Experience:

- Creating a Project Management Framework and supporting policies, procedures, and artifacts.
- Working across the CIO organization to leverage project management efforts created to date, forming a Project Management Champions group, and building and implementing a Project Management Framework with supporting artifacts that fits the CIO organization.
- Report project management efforts, major projects, timelines, milestones, issues, and cost to CIO leadership.
- Develop templates for CIO Business Units to use to include charter, quarterly reporting requirements, and other project management artifacts.
- Develop and implement consistency in project management efforts across the CIO, enabling the ability for accurate reporting across the CIO, and measuring risk.
- Develop organizational policies.
- Developed and defined program controls including the processes, procedures, reporting, etc., to manage the program.
- Overall program management and monitoring of progress to make sure that milestones are being met across the various projects and programs
- Defined deliverables that are aligned across the projects and programs in the program
- Liaise with the CIO Leadership team to increase awareness of programs
- Reporting on program performance to executive team and directors
- Plans and reviews policies and procedures

Examples of work

- Formulate, organize and monitor inter-connected projects
- Monitoring projects and overseeing to ensure the goals are met
- Meeting with stakeholders to discuss program status and goals
- Working with other departments to develop plans for each project
- Coordinating cross project activities
- Develop and control deadlines and activities
- Assume responsibility for the programs people and vendors
- Managing budgets
- Mentoring project managers

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.