FEDERAL ELECTION COMMISSION
VACANCY ANNOUNCEMENT

Position Title and Grade **IT SPECIALIST** **(Windows Systems Administrator)** **GS-2210-13** Salary: $ 82,961-107,854	Area of Consideration **ALL SOURCES**	Announcement No. 08-058
Organizational Location **Information Technology Division** **(Infrastructure Branch)**	**Opening Date** **September 11, 2008**	**Closing Date** **October 2, 2008**

THE FEDERAL ELECTION COMMISSION IS AN EXCEPTED SERVICE AGENCY.

THIS IS A PERMANENT, FULL-TIME POSITION.   THE FULL PERFORMANCE LEVEL IS GS-13.

DUTIES AND RESPONSIBILITIES: The position is located in the Infrastructure Branch of the, Information Technology Division, Federal Election Commission. The Infrastructure Branch is responsible for providing technical Information Technology (IT) support to the FEC primarily in the areas of Systems Administration, Communications and Network Services. The incumbent serves as an IT Specialist providing direct assistance and support for one or more specialty areas that are essential to the IT activities of the FEC. The incumbent provides technical support to users of assigned systems and databases, and executes specific FEC written software and commercial, off-the-shelf software.

The Infrastructure Branch is currently seeking applicants with demonstrated experience and proficiency, managing Windows Active Directory (AD) and Windows Server Systems Administration. Position responsibilities include planning and coordination of the installation, testing, operation, troubleshooting, and maintenance of large-scale hardware and software systems. Duties include:

- planning and scheduling the installation of new or modified hardware/software;
- allocating system resources;
- managing accounts, network rights, passwords, and access to systems and equipment;
- monitoring the performance, capacity, availability, serviceability, and recoverability of installed systems;
- implementing security procedures and tools;
- resolving hardware/software interface and interoperability problems;
- ensuring systems functionality, integrity, and efficiency;
- maintaining systems configuration;
- managing the installation and integration of system patches, updates, and enhancements;

- works with vendors, contracting officer representatives, and others who are involved in assigned projects;
- evaluating the feasibility of implementing new technologies within the current infrastructure;
- day to day monitoring and troubleshooting of system backups and recovery; and
- performing other related duties as assigned.

QUALIFICATIONS REQUIRED: Applicants must possess one full year of specialized experience equivalent to the GS-12 grade level in the federal government. Specialized experience is experience that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of this position. For this position, applicants must possess demonstrated experience and proficiency in Windows Server System Administration especially Windows 2003. Knowledge of Unix though not mandatory, is desirable. **Time-in-Grade Requirement:** One full year of service at the GS-12 level.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs): The following factors will be used to determine the best-qualified candidates. Resumes and/or cover letters should provide enough information for the agency to evaluate an applicant's knowledge, work experience, and training against the duties of the position. Applicants must show that they have a complete understanding of and proficiency in Windows 2000 and 2003 which includes but is not limited to the following:

- Adding, modifying and maintaining user accounts;
- Add, modify and maintain shared resources including directories, printers and other shared resources ;
- Add, modify and maintain permissions to assure system security and access to resources as appropriate;
- Proficiency with TCPIP and other network protocols;
- Proficiency with DHCP,DNS and Active Directory;
- Knowledge and experience with RAID and SAN technology;
- Knowledge and experience with virtualization software and systems;
- Ability to monitor system resources using Windows monitoring tools and other tools to provide timely, informative reports on system resources to management, database administrators, and others;
- Proficiency in debugging and correcting Windows 2000 and 2003 system errors and resource constraints;
- Proficiency with upgrading large-scale hardware and software systems;
- Proficiency in configuring, administering, and troubleshooting group policies; and
- Ability to communicate effectively, both orally and in writing.

SPECIAL FACTORS: Applicants are evaluated in a two-step process. On the basis of written materials submitted in accordance with the vacancy announcement, step one weighs the candidate's specialized experience, training, education, and work performance against a pre-determined set of criteria. Candidates with the highest scores may be interviewed during a second phase of applicant evaluation. Successful candidates from step two will be forwarded to the selecting official.

BARGAINING UNIT STATUS: This position is included in the bargaining unit and will be filled in accordance with the merit staffing provisions of the Labor Management Agreement between the Federal Election Commission and the National Treasury Employees Union, Article 14.

EVALUATION METHOD: Final ranking is based on an evaluation of experience, education and training as they relate to the knowledge, skills and abilities in accordance with FEC Personnel Instructions 300.1-A, Appointments & Promotions (Bargaining Unit Positions) and the Labor Management Agreement, Article 14.

CONDITIONS OF EMPLOYMENT: Appointment to this position is contingent upon successful completion of the appropriate background investigation.

BENEFITS:

The incumbent will be entitled to life and health insurance, annual (vacation) and sick leave, and retirement benefits.
The incumbent may be eligible for a transit subsidy up to $115 per month.
Relocation expenses will **not** be paid.

HOW TO APPLY: Applicants may apply for this position with the *Optional Application for Federal Employment* (OF-612) or other application format of their choice, as long as it contains the necessary information (summarized below) that will give in-depth information on the applicant's background. Applicant must specify:
- Vacancy announcement number, title and grade(s) for which the applicant is applying;
- Name city and state of high schools and colleges/universities attended with date(s) of diploma. For college include majors, and type and date(s) of degree(s);
- Previous employment experience, including job titles, duties and accomplishments, employer's name, number of hours worked per week, and starting and ending dates (month and year) and, for the most recent jobs, annual salary;
- Job-related training courses, special skills, certificates and licenses, honors, awards and publications.
- A copy of the most recent performance appraisal (if any);
- Narrative statement that addresses each Knowledge, Skill and Ability (KSAs);
- Former and current Federal competitive service employees must submit a Standard Form 50 (Notification of Personnel Action) that verifies career status.

WHERE TO SEND APPLICATIONS: (Note: Only applications via e-mail will b considered. Applications submitted by any other method will NOT be considered.)

E-mail to fecjobs@fec.gov. The subject line must contain the announcement number (08-058) and the applicant's name. If you are unable to include or attach supplemental documents via e-mail, you may submit your information by fax to 202-219-3588. Only supplemental information will be accepted via fax.

For additional information, call Human Resources at 202-694-1080 or send inquiry to fecjobs@fec.gov.

The FEC is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, national origin, religion, gender, age, marital status, sexual orientation, physical disability, lawful political affiliation, or labor organization affiliation or non-affiliation. The FEC provides reasonable accommodations to applicants with disabilities.