

Job Announcement Number

NE-12187174-AR-24-019

Overview

Job Title	SUPV IT SPECIALIST (SYSTEMS ADMINISTRATOR)	Department	Department of the Army
Agency	Army National Guard Units	Hiring Organization	N/A
Open & Closing Dates	11/01/2023 to 12/08/2023	Application Count	N/A
Salary	\$82,830.00 to \$107,680.00 Per Year	Pay Scale & Grade	GS-12
Locations	Lincoln, Nebraska	Remote Job	No
Telework Eligible	No	Travel Required	Occasional travel - You may be expected to travel for this position.
Relocation Expenses Reimbursed	No	Appointment Type	Temporary; INDEF
Work Schedule	Full-time	Service	Excepted
Promotion Potential	None	Job Family (Series)	2210 - Information Technology Management
Supervisory Status	Yes	Security Clearance	Secret
Drug Test	No	Position Sensitivity And Risk	Critical-Sensitive (CS)/High Risk
Trust Determination Process	Credentialing, National security		

Summary

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This National Guard position is for a SUPV IT SPECIALIST (SYSTEMS ADMINISTRATOR), Position Description Number D2490000 and is part of G6 Nebraska Army National Guard.

INDEFINITE EMPLOYMENT IS TEMPORARY IN NATURE AND WILL LAST MORE THAN ONE YEAR BUT NO MORE THAN SIX YEARS. BENEFITS ARE THE SAME AS A PERMANENT APPOINTMENT. THIS POSITION MAY CONVERT TO PERMANENT WITHOUT FURTHER COMPETITION.

Learn More About This Agency

Marketing Message

The National Guard is the oldest component of the Armed Forces of the United States. Since the earliest American colonial days, citizens have joined together for collective defense. We have a proud tradition of coming to the aid of our friends and neighbors in times of serious emergencies. Join our National Guard team and serve your nation, your states and your community!

Marketing Link

<http://ne.ng.mil/Pages/Home.aspx>

This Job Is Open To

Hiring Paths

Internal to an agency - appears on USAJOBS, National Guard & Reserves

Hiring Paths Clarification Text

OPEN TO AREAS OF CONSIDERATION: 1 and 2

Videos

Marketing Video Link 1

N/A

Marketing Video Link 2

N/A

Duties

Duties

As a SUPV IT SPECIALIST (SYSTEMS ADMINISTRATOR), GS-2210-12, duties include:

1. Provides executive leadership, guidance, and direction to ensure acquisition, development, and retention of a professional, highly capable workforce to accomplish assigned missions. Provides supervision in the daily operations for delivery of C4IM services. Coordinates the work of team members to ensure that short-term and long-term goals and objectives are met. Directs, manages, and monitors a system of internal controls that ensure effective and appropriate use of resources. Leverages optimization techniques to maximize the efficiency of all computer systems.
2. Establishes performance standards and evaluates employee performance. Reviews and recommends approval of, candidates for promotions and recognition. Reviews and approves: work plans to be accomplished by subordinates; priorities and schedules for completion of work; sets broad objectives; monitors subordinate employees' performance in providing IT services; reviews accomplishments; and takes appropriate action of correction when deficiencies are noted. Gives advice, counsels, or instructs individual employees, on both work and administrative matters. Develops and evaluates performance standards; recommends and approves awards; hears and resolves group employee grievances or serious employee complaints. Reviews and makes decisions on serious disciplinary actions involving employees and makes decisions on work problems presented by subordinates. Initiates recognition and disciplinary actions for personnel. Identifies and arranges for appropriate training and development opportunities. Determines and approves training needs and establishes formal training plans.
3. Collaborates with other supervisors and managers within the directorate to negotiate, decide on, or coordinate work-related changes affecting them. Advises their supervisor with broader and higher responsibilities on problems involving the relationship of the work of the system administration teams to broader programs, and its impact on IT Services. Serves as a technical advisor to management. Participates as a member and advisor on special committees and special projects designed to study methods to enhance the use of IT throughout the Command. Participates in developing strategic plans for enhancement of the system environment, developing functional and technical requirements for acquisitions, conducting cost-benefit analyses, feasibility studies, and related activities. Maintains liaison with manufacturers and vendors, professional organizations, and counterparts at other commands/installations and services regarding available products and state-of-the-art technologies and advancements. Develops strategies to incorporate into the organization's inventory such technologies and advancements found to be compatible with user requirements, taking into consideration any affect these technologies and techniques will have on existing architecture and infrastructure. Participates in plans for acquisition and implementation of new equipment, including development of contract documentation. May serve as the contractor's liaison/consultant, providing technical advice and support throughout the acquisition, installation, and maintenance stages. Plans and schedules the installation of new or modified hardware, operating systems, and software applications. Considers factors such as compatibility, conversion or implementation costs, and impact on existing equipment. Directs testing of vendor-provided software. Advises staff on issues pertaining to operating systems and hardware status.
4. Resolves inquiries and problems concerning access, use, and availability of datacenter technologies. Develops and enhances automated systems to improve performance and efficiency. Provides technical assistance to current and potential users to minimize disruptions of computer operations. Provides formal or informal training so users understand the relationships of the system and are able to work with the system without undue interruption. Tests and analyzes system malfunctions to resolve physical and logical processing problems. Analyzes, evaluates, and resolves malfunctions by adjusting equipment configurations, realigning port allocations, recommending appropriate acquisitions, and distinguishing between equipment, software, and operation problems. Assists in solving problems associated with deliveries in support of individual hardware or software orders.

Performs other duties as assigned.

Requirements

Conditions Of Employment

Military membership in the Nebraska National Guard Membership is required.

Males born after 31 December 1959 must be registered for Selective Service.

Must obtain and maintain a SECRET clearance level.

May be required to successfully complete a probationary period.

Direct Deposit is mandatory

Individuals with military incentive bonuses may be subject to recoupment.

Incumbent must complete appropriate training and obtain required certifications IAW DoDI 8140, DOD 8570.01M or applicable governing document(s) for Cyber workforce as an IA Manager Level 3.

Position is designated as OM-ADM-001 within the Defense Cybersecurity Workforce as guided by NIST SP 800-181; National Initiative for Cybersecurity Education, Cybersecurity Workforce Framework.

All certifications are required within 6 month of employment.

Qualifications

NATIONAL GUARD MEMBERSHIP IS REQUIRED: This is a Title 32 excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be required to wear the military uniform. Acceptance of an excepted service position constitutes concurrence with these requirements as a condition of employment. Applicants who are not currently a member of the National Guard must be eligible for immediate membership and employment in the National Guard in the military grade listed in this announcement.

FOR QUESTIONS REGARDING ELIGIBILITY TO JOIN THE NEBRASKA ARMY NATIONAL GUARD PLEASE CONTACT THE LOCAL RECRUITING OFFICE AT 402-309-7458.

OPEN AREAS OF CONSIDERATION: AREA 1 and 2

DEFINITION OF AREA(S) OF CONSIDERATION:

AREA 1: Current permanent and indefinite technicians of the Nebraska Army or Air National Guard; and current Title 5 employees of the Nebraska Military Department who are military members of the Nebraska National Guard.

AREA 2: All Drill Status/M-Day members and temporary technicians of the Nebraska Air or Army National Guard.

AREA 3: Current military service members who are willing and eligible to become members of the Nebraska Air or Army National Guard.

AREA 4: All qualified candidates eligible and willing to become a member of the Nebraska National Air or Army National Guard prior to the effective date of hire.

Security Clearance/Background Check requirements:

In order to comply with US DOD requirements and ensure the safety and security of the missions, programs, property and personnel of the Nebraska Military Department, employees must obtain the appropriate background investigation and maintain the level of security clearance assigned to their respective work.

Failure to obtain, within one year of appointment, and maintain the designated type of security clearance/background check required for the respective work may result in a job offer being rescinded, separations of employment, or other actions as may be deemed in the best interest of the agency.

Prior to appointment individuals must meet the security clearance requirements for the position or submit the required documents of the Nebraska National Guard, Personnel Security Manager for processing the appropriate investigation. Required forms: SF86, PSIP Initiation Form, Fingerprints, OF306 and Application/Resume.

Nebraska National Guard Personnel Security Manager - kalee.m.boden.mil@army.mil; 402-309-8319.

GENERAL EXPERIENCE:

Experience must be IT related; the experience may be demonstrated by paid or unpaid experience and/or completion of specific, intensive training (for example, IT certification), as appropriate

- 1. Attention to Detail** - Is thorough when performing work and conscientious about attending to detail.
- 2. Customer Service** - Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.
- 3. Oral Communication** - Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
- 4. Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

SPECIALIZED EXPERIENCE: Require one year of specialized experience at the previous lower grade GS-2210-11. Specialized experience is experience that has equipped the applicant with the particular competencies/knowledge, skills, and abilities to successfully perform the duties of the position and is typically in or related to the work of the position to be filled. Such experience is typically gained in the IT field or through the performance of work where the primary concern is IT.

Experience in managing the function of the work to be performed. Experience which includes leading, directing and assigning work of personnel.

Selectee will obtain and maintain DODi 8570 III Certification within 6 months of appointment, waivable to 12 months. Initial training will be provided at the expense of the government. Exam fees may be reimbursed after successful exam completion.

Education

Education: All academic degrees and coursework must be from accredited or pre-accredited institutions

Undergraduate or Graduate Education: Degree in computer science, engineering, information science, information systems management,

mathematics, operations research, statistics, or technology management or degree that provided a minimum of 24 semester hours in one or more of the fields identified above and required the development or adaptation of applications, systems or networks.

Additional Information

If you are a male applicant who was born after 12/31/1959 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency (<https://www.sss.gov/RegVer/wfRegistration.aspx>).

If you are unable to apply online or need to fax a document you do not have in electronic form, view the following link for information regarding an [Alternate Application](#).

Benefits Link

<https://www.abc.army.mil/>

How You Will Be Evaluated

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Once the announcement has closed, your resume and supporting documentation will be used to determine if you meet the qualifications listed on this announcement. Your answers to the assessment questionnaire will be verified against information provided in your resume and other supporting documentation. Be sure that your resume clearly supports your responses to all the questions addressing experience and education relevant to this position.

In describing your experience, please be clear and specific, we will not make assumptions regarding your experience. If, after reviewing your resume and supporting documentation, a determination is made that you have inflated your qualifications or experiences, your rating will be adjusted or you may be excluded from consideration for this position.

Your qualifications will be evaluated against general and specialized experience under the "Qualifications" section and against the following competencies (knowledge, skills, abilities and other characteristics):

Ability To Lead or Supervise, Information Technology Customer Support, and Technical Competence

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12187174>

Required Documents

Required Documents

To apply for this position, you must submit a complete Application Package which includes:

1. Your **resume** showing work schedule, hours worked per week, dates (format should include Month and Year) of employment and duties performed.

Use this link for [Resume Tips](#).

2. **Other supporting documents (optional)**

- Cover Letter
- DD-214
- Other
- Other Veterans Document
- SF-50
- Transcript

How To Apply

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To apply for this position, you must complete the online application and submit the documentation specified in the Required Documents section below.

A complete application package must be submitted by 11:59 PM (Eastern) on the closing date of the announcement to receive consideration.

To begin, click **Apply** to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application.

Follow the prompts to **select your resume and/or other supporting documents** to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.

After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate

and **click to continue with the application process.**

You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application.

To verify the status of your application, log into your USAJOBS account (<https://my.usajobs.gov/Account/Login>), all of your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/>.

Agency Contact Information

Questions About This job

Jon Sronce
Phone: 402-309-8173
Email: jon.c.sronce.civ@army.mil

Agency Information

NE G6
2433 NW 24th Street
Lincoln, NE 68524

Next Steps

Once your online application is submitted you will receive a confirmation notification by email. Your application will be evaluated by the Human Resources Office to determine your eligibility for the position. After the evaluation is complete, you will receive another notification regarding the status of your application.

Qualified candidates will be referred to the selecting official in the following order:

1. Fully qualified Area 1 applicants
2. Fully qualified Area 2 applicants

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Release URL

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<https://www.usajobs.gov/GetJob/ViewDetails/758363400>