



*** VACANCY ANNOUNCEMENT ***

DENALI COMMISSION
Information and Technology Administrator

Overview

SALARY: \$64,064-\$99,815 D.O.E.

OPEN PERIOD: Monday, March 3, 2008 to
Friday, March 21, 2008

DUTY LOCATION: 1 vacancy – Anchorage,
Alaska

POSITION INFORMATION: Excepted
Service Permanent Full-Time

WHO MAY BE CONSIDERED:

This announcement is open to all qualified applicants who reside within the United States and its Territories. US Citizenship is required.

JOB SUMMARY:

Location: 510 L Street, Suite 410 Anchorage, Alaska

Working Hours: Monday - Friday 8:00 a.m. - 5:00 p.m. (flexible)

The selected candidate will be required to serve a one-year probationary period and successfully complete/pass a background check as required by the Federal Government. Selected candidates must also complete optional form 306, Declaration for Federal Employment.

Position Description

INTRODUCTION

Introduced by Congress in 1998, the Denali Commission is an innovative federal-state partnership designed to provide critical utilities, infrastructure, and economic support throughout Alaska. With the creation of the Denali Commission, Congress acknowledged the need for increased inter-agency cooperation and focus on Alaska's remote communities. Since its first meeting in April 1999, the Commission is credited with providing numerous cost-shared infrastructure projects across the State that exemplifies effective and efficient partnership between federal and state agencies, and the private sector.

The Commission is staffed with fewer than 30 full-time equivalent employees, and several detailed staff from partner organizations. To maintain the efficient nature of its intent, the Commission relies heavily on the effective use of information technology. The goal of the Information Technology (IT) Administrator is to strive to improve the operations and service delivery of the Denali Commission programs through the effective use of information technology.

This position reports to the Chief Operating Officer.

Major Duties and Responsibilities

A. Design, Develop, Plan, and Lead IT Initiatives

- 1.** Holds accountability for the leadership and direction of long- and short-term technology planning, development and implementations.
- 2.** Advises on technology spending and budget needs, assists with aligning technology with the strategic planning process and serves a vital role in the Commission's emergency preparedness and continuity of operations planning (COOP).
- 3.** Ensures that the management and operation of IT processes are timely, cost-effective and in accordance with all applicable statutes, regulations, and policies, and provides the best available capability consistent with requirements and within budget resources.

B. Implementation and Maintenance

- 1.** Installs and recommends installation of new or modified network infrastructure and prepares equipment specifications, layouts, cost estimates, user training, and system documentation. Performs or coordinates all hardware installations and cable expansions or new installations. Installs, maintains, troubleshoots, tests, and documents network software including network operating systems and applications and identifies and applies any new security patches or applications residing on the network. Identifies programming codes causing any malfunctions and corrects the problems and notifies the vendor of problem areas and inserts vendor supplied patches into the operating system.
- 2.** Installs, maintains, troubleshoots, test, and documents network hardware and maintains the appropriate equipment inventory to ensure that sufficient spare equipment is on hand to replace failed equipment and maintain continued integrity of the network.
- 3.** Ensures and facilitates the Commission's telecommunication and multi-media systems reliability, strategy and overall functionality. (Multi-media systems include conference room projectors, monitors, video-conference, television, and teleconferencing equipment, as well as notebook computers used to provide presentations to internal and external audiences.)
- 4.** Ensure the maintenance and functionality of remote access systems for staff and consultants (including BlackBerry Enterprise, VPN, time & attendance, and others).

C. Security

- 1.** Analyzes network equipment and software reliability and utilization to identify and define problem areas, and to maintain agreed-upon network and telecommunications performance levels.
- 2.** Provides analytical guidance for information security, design and implements technological policies and safeguards and evaluates the system for vulnerabilities, potential security risks and efficiencies. Implements high-level security requirements as dictated by Federal laws, Presidential directives and/or other security regulations.

D. Teamwork

- 1.** The IT Administrator will demonstrate a willingness to voluntarily engage in cooperative efforts with staff from all sections of the agency; exhibit clear, professional communications skills that help the team achieve results; display innovation that employs new ideas to accomplish the work of the team, while being efficient with time and producing quality results.

FACTORS

1. KNOWLEDGE OF OR CAPABILITY TO DEVELOP KNOWLEDGE REQUIRED BY THE POSITION .

Knowledge of efficient and effective organization and communication methods sufficient to meet project tasks, timelines and requirements of the Commission for superior work products.

Develop knowledge of the mission, organization and function of Denali Commission and operating systems.

Develop specific knowledge of the Commission's internal regulations, procedures and processes in order to perform assigned project tasks.

Develop knowledge of the duties, priorities, and manage day-to-day priorities and to maintain appropriate records and files.

2. SUPERVISORY CONTROLS

The Chief Operating Officer shall define major priorities for the IT Administrator, and make assignments by defining objectives, priorities and deadlines, and special assignments. The incumbent then plans and carries out day-to-day work independently; coordinating with appropriate Denali Commission staff, or the Chief Operating Officer on unusual problems that may set precedence; ensures that work is reviewed in a timely fashion to ensure deadlines are met and products are of the quality expected by the organization.

3. GUIDELINES

Guidelines are available but do not completely cover work assignments; at times, there will be modification to ordinary operating procedures to accomplish new, or time sensitive tasks.

4. COMPLEXITY

While individual tasks will not be complex the IT Administrator will be required to prioritize multiple tasks and assignments on a recurring basis.

5. SCOPE AND EFFECT

The purpose of the work is to support the needs of the Commission.

6. PERSONAL CONTACTS

There are daily contacts with the staff and management team and ongoing contact with other Commission personnel. Contact with Commissioners, the public, small and large businesses, local government officials, federal and state training staff and others will also occur on a frequent basis. It is critical that contacts can occur in a respectful and efficient manner to maintain productivity on other critical tasks.

7. PURPOSE OF CONTACTS

The purpose of contacts is to support the Commission functions and apprise external partners and stakeholders of Commission events and activities.

8. PHYSICAL DEMANDS

Work is generally of an office environment nature and requires walking, standing, bending, and carrying of items such as computer equipment.

9. WORK ENVIRONMENT

Work is performed in typical office environments at the Denali Commission.

As a federal employee, you may be eligible to participate in the following benefits programs:

Federal Employees Health Benefits (FEHB) Program
Federal Employees Group Life Insurance (FEGLI)
Federal Long Term Care Insurance Program (FLTCIP)
Retirement Benefits
Thrift Savings Plan
Public Transportation Subsidy
Federal Holidays
Leave (Annual and Sick)
Flexible Work Schedule

Qualifications

A minimum of 5 years experience maintaining a network of similar size and scope as the Denali Commission.

Demonstrated knowledge of installation, maintenance, troubleshooting, testing, and documenting network hardware; and maintaining appropriate equipment inventory.

Demonstrated skill in keeping up-to-date on rapidly evolving technology to advise users on the incorporation of hardware and software improvements.

Demonstrated ability to plan, develop, install, integrate and/or maintain existing networks consistent with existing or planned network infrastructures.

Demonstrated oral and written communications skills to produce clearly written reports and correspondence, often dealing with technical issues.

Demonstrated ability to analyze and solve user issues and complex assignments in a timely manner, and provide excellent customer service skills.

Education: Undergraduate degree from an accredited university preferred, but may be substituted by work experience on a year-for-year basis.

Benefits and Other Information:

The Denali Commission welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please contact the person on the extension provided above. The decision on granting reasonable accommodation will be on a case-by-case basis. The Denali Commission is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with

disabilities have every opportunity to be hired and advanced on the basis of merit within the Denali Commission.

The Denali Commission is an Equal Opportunity Employer and all qualified applicants will receive consideration for this vacancy. Except where otherwise provided by law, selection will be made without regard to, and there will be no discrimination because of color, race, religion, national origin, political affiliation, marital status, physical or mental disability, age, sex, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism, or other non-merit factors.

How To Apply

Please submit a cover letter and resume to

Denali Commission
Ms. Carla Wells
Human Resources Administrator
510 L Street, Suite 410
Anchorage AK 99501

You may fax your cover letter and resume to (907) 271-1449 -or E-Mail it to humanresources@denali.gov

Point of Contact

The point of contact for this vacancy announcement is Carla Wells, Human Resources Administrator. She can be reached at (907) 271-3622 or toll free 1-888-480-4321, or humanresources@denali.gov