VIRGIN ISLANDS NATIONAL GUARD
JOINT FORCE HEADQUARTERS
4031 LA GRANDE PRINCESSE, LOT 1B
CHRISTIANSTED, ST. CROIX, USVI 00820-435

ANNOUNCEMENT #03-11

SUPERVISORY IT SPECIALIST

Opening Date: 26 January 2011	**Closing: 26 February 2011**
Position:	Supervisory IT Specialist
Series/Grade:	GS-2210- 12
Salary Range:	Base Pay **GS-12**-$71,991.00 to $93,588.00 Plus COLA (17.23% of base pay)
Military Requirements:	OFF: O1-O4 BR: 25, FA 53 WO: W1-CW4 MOS: 250N/251A
Position Description#	90004000
Location:	Information System Support Branch Estate Bethlehem, Kingshill VI 00850
Type of Appointment:	EXCEPTED

Selecting Official: LTC Charlie L. Bates, Supervisory IT Specialist

Area of Consideration:

All technicians in the Virgin Islands National Guard. All members of the Virgin Islands National Guard. **NOTE: Virgin Islands Air National Guard personnel must be eligible to acquire membership in the Army National Guard in an available and compatible military grade for the excepted technician position.**
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BRIEF DESCRIPTION OF DUTIES

This position is located USPFO Information service branch. It serves as the chief of information management division/branch. The organization provides support for the assigned portion of the command, control, communications and computers (C4) program. It is designated for an Officer incumbent only. In accordance with DA Pamphlet 611-21 and AFMAN 36-2105, the incumbent provides supervision, guidance over subordinates, and team leadership to non-dual status (NDS) and dual status (DS) employees. The

incumbent performs long-term planning and organizational development necessary to accomplish command, control, communications and computers (C4) functions in support of programs essential to state information management daily operations, training, and readiness missions. Fosters an environment conductive to teamwork among service providers and customers in meeting state C4 requirements. Plans, organizes, and directs the activities of the organization, ensuring that the advice and assistance provided complies with legal and regulatory requirements and meets customer needs. Exercises supervisory personnel management responsibilities. Represents the organization with a variety of state and functional area organizations. Performs other duties as assigned.

THE VIRGIN ISLANDS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER.
All qualified applicants will receive consideration for appointment without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, or any other non-job related factor.

QUALIFICATIONS

Additional Requirements: General technical knowledge in mechanical fields.

General Experience
Technical, analytical, supervisory, or administrative experience which has demonstrated the candidate's ability to analyze problems of organization, workforce, information requirements, etc. and provide systematic solutions; and the ability to deal satisfactorily with others.

Specialized Experience
Applicant must have thirty six (36) months of specialized experience that demonstrated accomplishment of computer project assignments that required a wide range of knowledge of computer requirements and techniques to qualify for the GS-12 position, which demonstrates the knowledge, skills and abilities (KSAs) required for the position.

Substitution of Education for Specialized Experience: Transcript must indicate undergraduate or graduate education with a major in computer science, information science, information systems management, mathematics, statistics, operations research, or engineering, or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field. **If education is being substituted for specialized experience, a college transcript must accompany the application or resume.**

APPLICANTS WHO MEET THE ELIGIBILITY REQUIREMENTS WILL BE FURTHER EVALUATED BASED ON THE FOLLOWING KNOWLEDGE, SKILLS AND ABILITIES (KSAs) WHICH ARE CONSIDERED ESSENTIAL TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THIS POSITION. Applicant must address each KSA on a separate sheet of paper. Stating when, where and how obtained each; either through experience, education or training. Failure to submit this information may affect your ranking for referral for this position.

Knowledge of advanced IT principles, concepts, standards and practices to manage the enterprise digital communications services and requirements.

Knowledge of and skill in applying network design and architecture principles and concepts,

Network protocols, remote access technology concepts, network operation and

maintenance concepts and methods, network management tools and network optimization techniques.

Skill in the use of project management and performance management tools to implement best business practice principles and methods regarding the development of schedules and plans.

Knowledge of the business value of information and communications upon which the communications management plans, policies and standards are based.

Thorough understanding of the methods and approaches that support the sharing of information and the use of digital communications assets
Knowledge on the techniques and methods for identifying and resolving IT work force issues to leverage human resources in the accomplishment of mission requirements.

Ability to supervise and manage personnel consisting of first level supervisors and lower graded technicians.

BRIEF DESCRIPTION OF WORK

Describe in detail your work experiences (paid or unpaid), training, education, and /or other information that relates to the specialized experience stated on the vacancy announcement. Use complete dates to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail. You may use continuation pages to include all related experience. Ensure that both military and civilian experiences are fully described, to include time frame, for which you are applying. If you describe more than one type of work, write the approximate time period in each. Please **enter** the **month, and year** for each period. Omission of these requirements can result in disqualification of your application. List your military grade, unit of assignment, and MOS. List your National Guard (weekend duties) separately from your other job experiences. List your position, military Supervisor, phone numbers, dates you have held each position and detailed duty description. If you have completed any college courses, include copies of your college transcript with the application.

TO APPLY: Deliver Optional Form 612, or Resume to Joint Forces Headquarters, ATTN: HRO (SSG Williams) 4031 La Grande Princesse, Lot 1B, Christiansted, VI 00820-4353. Applications must include all necessary information required on the vacancy announcement. MOS/SSI and rank must be indicated on application. Verification on non-flagging action MUST be included. Applications post marked or hand delivered to the HRO after the closing date will not be considered. Business hours are 0800-1700, Monday thru Friday. All applications will be retained for our records.

CONDITION OF EMPLOYMENT AND MILITARY REQUIREMENTS

1. Wearing of military uniform is a requirement. Acceptance of this position constitutes concurrence with this requirement and is a condition of continuation of employment.
2. As a condition of employment, selectee must be able to acquire security clearance, as required.
3. Failure to complete NGB prescribed courses at the National Guard Professional Education Center (PEC) within the first year of employment may be cause for reassignment to another full-time position or termination from full-time employment unless there are extenuating circumstances that preclude the full-time member from course attendance.
4. Selectee must enroll in electronic fund transfer (EFT) upon appointment.

5. **If applicant's record is flagged, individual will be barred from favorable personnel action. Verification of non-flagging action must be included with package.**
6. This position requires a compatible military assignment as follows: OFF: O1-O4 BR: 25, FA 53. WO-W1-CW4 MOS: 250N/251A
7. **Permanent Change of Station (PCS) is not authorized for this position.**
8. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (**BONUS**).

FOR THE ADJUTANT GENERAL:

KAI A. SCHJANG
LTC, GS
Human Resources Officer

Here's what your resume or application must contain

(in addition to specific information requested in the job vacancy announcement)

JOB INFORMATION

Announcement number, and title and grade(s) of the job for which you are applying.

PERSONAL INFORMATION

Full name, mailing address (with ZIP Codes) and day and evening phone numbers (with area code)

Social Security Number

Country of citizenship (Most Federal jobs required United States citizenship.)

Reinstatement eligibility (If requested, attached SF 50 proof of your career or career-conditional status.)

Highest Federal civilian grade held (Also give job, series, and dates held)

EDUCATION

High school:
- Name, city, and State (ZIP Code if known)
- Date of diploma or GED

Colleges and universities:
- Name, city, and State (ZIP Code if known)
- Majors
- Type and year of any degrees received
  (If no degree, show total credits and indicate whether semester or quarter hours.

Send a copy of your college transcript only if the job vacancy announcement requests it.

WORK EXPERIENCE

Give the following information for your paid and non-paid work experience related to the job for which you are applying:
(Do not send job descriptions)

- Job title (include series and grade if Federal job)
- Duties and accomplishments
- Employer's name and address
- Supervisor's name and phone number
- Starting and ending dates (month and year)
- Hours per week
- Salary

Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

Job related training courses (title and year).

Job related skills, for example, other languages, computer software/hardware tools, machinery, typing speed.

Job related certificates and licenses. (current only)

Job related honors, awards, special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Give dates but do not send documents unless requested.)

Verification of non-flagging action from unit.

Selective Service verification form.