The majority of the work is performed in an office setting.

WORKING CONDITIONS/ENVIRONMENT

None

LICENSE & CERTIFICATION

QUALIFICATIONS & EDUCATIONS

DUTIES & RESPONSIBILITIES

The Office of Campaign Finance (OCF), a nonpartisan, independent agency of the District Government that enhances the role of District residents in elections. The incumbent is responsible for managing a state of the art, web based Fair Elections Program activity, and assists in the design, development, and implementation of software applications in support of the Program; and provides technical and administrative IT Support, database maintenance, website management, and programming to ensure that data is available to the public quickly and in a manner that is easy for the general public to sort and search.

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DUTIES & RESPONSIBILITIES

• Responsible for the design and implementation of the OCF’s e-filing system, databases, and trackers to gather, input, and report on up-to-date information about filings received for a range of programs by preparing spreadsheets, charts, presentations, performance outcome measures, action plans, and program status reports for the leadership team.

• Independently plans, designs, and provides technical leadership, technical support and services for a multitude of technologies for the Fair Elections Program (FEP).

• Demonstrates consistent, sound, independent decision-making and an aptitude for producing thorough, accurate and clear documentation of business needs.

• OCF E-Filing and Disclosure System users and the general public.

• Designs and develops in-house custom applications for both the public and agency use to a fully internally supported agency infrastructure tailored to meet the needs of more than 35 network.

• Demonstrates consistent, sound, independent decision-making and an aptitude for producing thorough, accurate and clear documentation of business needs.

• Expert and skill in applying, basic IT principles and practices sufficient to perform backup requirements or similar IT work.

• Provides public access to both raw data and data summaries on the OCF Website and ensures the integrity and accessibility of the information.

• Installs, configures, maintains, and leads highly visible projects and transformational initiatives that have substantive impact on the development and implementation of the Fair Elections Program

QUALIFICATIONS & EDUCATIONS

Undergraduate or Graduate Education: Degree in computer science, engineering, information science, information systems management, mathematics, operations research, statistics, or technology management at degree that provide 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.

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

Applicant must have at least one (1) year of specialized experience equivalent to the grade level of CS-12. Specialized experience is experience which is directly related to the line of work of the occupation and equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Expert knowledge of Local Area Network (LAN) technology; and LAN management software and communication concepts. Microsoft Windows, and working knowledge of SQL Server. Net, C#, SQL Server, A WS, IIS, Java/C, Htm, xml, etc.

Extensive knowledge of cloud system administration experience, coordinating the review and evaluation of an infrastructure protection program, guidance to senior leadership on appropriate including policies, guidelines, tools, methods, and technologies; providing expert technical advice and application of technology to meet current and future mission requirements or similar IT work.

Expert knowledge of systems analysis, the application of analytical processes to the planning, designing, and implementation of new system.

Ability and skill in applying, basic IT principles and practices sufficient to perform backup, recovery and coordination of systems and platforms used in customer organizations, and commonly used languages.

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INFORMATION TECHNOLOGY SPEC.

Job ID: 5435
Full/Part Time: Full-Time
Location: 1015 Half Street SE
Date Opened: 11/06/2018
Area of Consideration: Open to Public
From Grade: 13
Type of Appointment: Career Service - Reg Appt
Minimum Rate: $85,149.00
Available Openings: 1
Target Rate: $109,710.00
Opportunities: 1

Add to My Favorite Jobs
Email this Job

General Job Information

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