

INFORMATION TECHNOLOGY SPEC.

Job ID	5435	Full/Part Time	Full-Time
Location	1015 Half Street SE	Regular/Tem...	Regular
Date Opened	11/06/2018	Date Closed	11/16/2018
Area of Consideration	Open to Public	Agency	Ofc of Campaign Finance
From Grade	13	Department	Office of Campaign Finance
Type of Appointment	Career Service - Reg Appt	Bargaining Unit	CH11
Minimum Rate	\$85,149.00	Maximum Rate	\$109,710.00
Target Openings	1	Available Openings	1

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General Job Information

JOB SUMMARY

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 LAN Support, database maintenance, website maintenance, 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.

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 of 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 agency personnel as well as the E-filing system for both candidates in the traditional campaign finance system and the public funding program, and future expansion projects.
- Performs day-to-day oversight of project activities; creates and executes plans; coordinates work with other divisions and departments to achieve project objectives; performs change management functions to facilitate smooth adoption of operational changes; and conducts ongoing reviews of new programs implemented.
- Develops reports and summaries of the Fair Elections Program for public dissemination.
- 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 **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.
- 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 position and has 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, Html, 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 and recovery procedures; operating systems and platforms used in customer organizations; and commonly used languages.

LICENSE & CERTIFICATION

None.

WORKING CONDITIONS/ENVIRONMENT

The majority of the work is performed in an office setting