

Position Description - Final

PD #:
Sequence #:

Replaces PD #:

Information Technology Specialist
GS-2210-15

Installation:

Major Command:
Region:

Citation 1: OPM PCS Personnel Management Series, GS-201, Jun 66

Citation 2: OPM PCS Financial Mgmt Series, GS-505, Jun 63

Citation 3: OPM JFPCS Adm Work in the Infor. Tech. Gp., GS-2200, dtd. May 2001
(Series Coverage GS-2210)

Citation 4: OPM, General Schedule Supervisory Guide, dtd. Jan 99; DoD and USACE
Supplemental Guidance, dtd. Jun 93 and Aug 95, respectively

PD Library PD:
COREDOC PD:

Classified By:
Classified Date:

FLSA:
Career Program:
Functional Code:
Competitive Area:
Competitive Level:

Drug Test Required:
Financial Disclosure Required:
Requires Access to Firearms:
Position Sensitivity:
Emergency Essential:

CIPMS PD:
Acquisition Position:
Interdisciplinary:
Target Grade/FPL:
Career Ladder PD:

PD Status:

MAJOR DUTIES

This position serves as the Director of Information Management (DIM) located at a U.S. Army Corps of Engineers (USACE) Division Headquarters (HQ) and is directly accountable to the Division Engineer (a flag officer with senior staff at the SES level) for the Division-wide Information Management Area (IMA) Program. This position directly supervises the staff assigned to the Division HQ Information Management Directorate (IMD). The IMD is responsible for the integrity, compatibility, and inter-operability of the Information Technology (IT) infrastructure which links the Division HQ with higher headquarters and subordinate District offices, its resident and field offices (located in all or part of several states), and with its client agencies. IMD is also responsible for ensuring the compliance and implementation of the Information Resource Management Program as prescribed by Congress, Office of Management and Budget, General Services Administration, Department of Defense, Department of the Army, and HQUSACE. The Division's annual expenditures are approximately one billion dollars and

its mission includes civil works and/or military construction projects that are administered by numerous area, project, and resident offices reporting to the District offices. The Division and its District offices each have multi-purpose and multi-function programs which include any or all of the following: engineering design and construction for military organizations; engineering and construction of major flood control projects; floating plant and revetment operations; navigation and water conservation and power projects; disaster assistance projects in partnership with other Federal, state and local government agencies; operation and maintenance of dams, reservoirs and bridges; river basin planning and harbor and beach erosion engineering studies and development projects; regulatory permits for construction on all navigable waterways; real estate appraisal, acquisition and management; Department of Energy construction; and Environmental Protection Agency superfund support; and military toxic hazardous waste projects.

1. IMA PROGRAM MANAGEMENT DUTIES:

As the Director of IMD, the incumbent is responsible for advising the Division Engineer and Division-wide senior officials on the development, management, and operational direction of the IMA program through its numerous Division-wide IT systems. Responsible for providing technical and management leadership for Division-wide technology initiatives that form the basis of the Division's IT infrastructure. Incumbent is delegated broad authority for planning and directing the overall IMA program. Personally, or through subordinate District Chiefs of Information Management (CIMs), manages all Division HQ and Division-wide IMA activities to include: automation, communications (voice and data), audio-visual information, libraries, records management, printing and publications, IT security, policy and planning, system analysis, database management, application software, internet, networking functions, etc. Provides staff and technical oversight of the Districts' IMA activities. Manages the Division-wide IMA program by establishing Division-wide priorities, integrating Division-wide IMA initiatives and programs, and serving as the single point of contact for all IMA activities.

Serves (as chair, co-chair and/or member) on various standing HQUSACE IM boards and committees, as well as ad-hoc groups convened by higher headquarters whose charters include setting IMA policy and IT standards and procedures for the MACOM.

2. IMA PLANNING DUTIES

Establishes information goals and objectives, and long- and short-range plans and strategic plans for the application and use of IMA equipment and services throughout the Division. Plans, programs, integrates, coordinates, and evaluates the Division's IT requirements to develop and maintain Division-wide information architectures and IMA strategic plans consistent with both the mission requirements of Division-wide elements and with those of HQUSACE and higher headquarters. Develops the Division-wide IT strategic plan to obtain IMA Planning Authority, without which IT cannot be procured. Directs studies to determine applications and facilities required Division wide. Ensures compliance with applicable DA and HQUSACE IMA planning regulations and policies by all elements within the Division. Responsible for all aspects of Life Cycle Management of Information Systems (LCMIS) for Division-wide applications.

Responsible for review and milestone approval procedures and control of Automated Information System (AIS) expenditures to ensure the benefits derived from new AIS satisfy mission needs to the greatest extent possible and in the most cost-effective manner, and to ensure all AIS programmatic decisions are based on the total anticipated benefits that will be derived over the life of the AIS. IMD must ensure functional users and/or AIS project managers identify, define, and prioritize needs throughout all phases of the AIS life cycle; formally assess the operational adequacy of new and/or modernized AIS and evaluate alternative AIS approaches; ensure AIS development is consistent with policies and guidance; and provide cost-effective acquisition procedures for resources to support the AIS.

3. IMA ACQUISITION DUTIES

Responsible for ensuring compliance with applicable Federal regulations (e.g., Clinger-Cohen Act) for IT acquisitions, including any equipment or interconnected system or subsystem of equipment used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission or reception of data or information to include IT found in civil and military project contracts. Incumbent is delegated specific procurement authority dollar thresholds from HQUSACE, and is held fully accountable for all IT acquisitions within this delegated authority. Responsible for oversight of districts' acquisitions, with authority to revoke delegation of procurement authority to ensure regulatory compliance by all elements Division-wide. Provides technical guidance on IMA acquisition procurement standards and policies as the Contracting Officer's Technical Representative on IMA procurements. Provides broad, highly technical, state-of-the-art expertise on IT solutions to the Division's technical and scientific business processes and requirements. Advises and assists Division customers with the technical and managerial aspects of the IT requirements determination, documentation, and justification process.

4. MANAGERIAL DUTIES

Directly manages and supervises the IMD workforce with responsibility for managing the Division-HQ IMA program. Directs, manages, and monitors a system of internal controls that ensure effective and appropriate use of IMD resources. Collaborates with other supervisors and managers within the Division to negotiate, decide on, or coordinate work-related changes affecting them. Advises officials with broader and higher responsibilities on problems involving the relationship of the work of the IMD to broader programs, and its impact on such programs. 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 IMA 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. Interviews, selects, reassigns, and promotes employees; develops and evaluates performance standards; approves awards; hears and resolves group employee grievances or serious employee complaints; reviews and makes decisions on serious disciplinary actions (e.g., those proposing suspensions or removals) involving employees; and makes decisions on work problems presented by subordinates. Ensures the Equal Employment

Opportunity and Affirmative Action Programs are effectively maintained. Determines and approves training needs, and serves as the IMD career program manager.

Performs other duties as assigned.