

**Job Title:**IT Specialist (DATAMGT)

**Agency:**Smithsonian Institution

**Job Announcement Number:**14A-JW-299220-DEU-NASM

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| **SALARY RANGE:** | $54,032.00 to $70,236.00 / Per Year |
| **OPEN PERIOD:** | Monday, March 24, 2014 to Monday, April 07, 2014 |
| **SERIES & GRADE:** | GS-2210-09 |
| **POSITION INFORMATION:** | Full-Time, Permanent - Federal |
| **PROMOTION POTENTIAL:**  12 | |
| **DUTY LOCATIONS:** | 1 vacancy in the following location: Washington DC, DC [View Map](https://www.usajobs.gov/GetJob/ViewDetails/365101300) |
| **WHO MAY APPLY:** | This position is open to all U.S. Citizens or U.S. Nationals. Note: Federal employees with permanent status or individuals eligible for special appointing authorities should apply to Job Announcement #14A-JW-299220-MPA-NASM. |
| **SECURITY CLEARANCE:** | Public Trust - Background Investigation |
| **SUPERVISORY STATUS:** | No |

**JOB SUMMARY:**

[About the Agency](https://jobs.mgsapps.monster.com/si/vacancy/preview.hms?orgId=1&jnum=42047)

The Smithsonian Institution values and seeks a diverse workforce. Join us in "Inspiring Generations through Knowledge and Discovery."

**TRAVEL REQUIRED**

* Not Required

**RELOCATION AUTHORIZED**

* No

**KEY REQUIREMENTS**

* Pass Pre-employment Background Investigation
* May need to complete a Probationary Period
* Maintain a Bank Account for Direct Deposit/Electronic Transfer
* Males born after 12/31/59 must be registered with Selective Service.

**DUTIES:**

[Back to top](https://www.usajobs.gov/GetJob/ViewDetails/TopofPage)

* Manages the collection information system, including application administration and support.
* Plans, coordinates, and implements activities necessary to the effective operation and maintenance of the database.
* Uses available software tools to assist with the creation of forms and reports to support the various museum functions.
* Assists with the training of museum staff in the basic use of the TMS database through individual instruction, classroom sessions, and telephone support.
* Actively participates on NASM's Digitization Oversight Committee.
* Coordinates with appropriate NASM and OCIO staff on the movement of digital assets into the SI Digital Asset Management System (DAMS).
* Develops and maintains comprehensive information on NASM’s digital assets and will generate reports for internal NASM and SI statistics.

**QUALIFICATIONS REQUIRED:**

[Back to top](https://www.usajobs.gov/GetJob/ViewDetails/TopofPage)

**Experience:** One year of full-time experience at the GS-07 level that is close or similar to the work of this job. The experience includes activities such as serving as a relational database administrator with digitization and metadata creation for digital assets in a museum or science center environment.  
  
All applicants must have IT-related experience demonstrating each of the four competencies listed below.  
  
1. Attention to Detail  
2. Customer Service  
3. Oral Communication  
4. Problem Solving  
  
  
Part-time and/or unpaid experience related to this position will be considered to determine the total number of years and months of experience. Be sure to note the number of paid or unpaid hours worked each week.   
  
**Or Education:** Two full years of progressively higher level graduate education leading to a master's or equivalent degree related to the position may be substituted to meet the experience requirements.  
  
*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.  
  
For a full explanation of this option please see the [Qualification Standards](http://www.opm.gov/qualifications/policy/ApplicationOfStds-05.asp).  
  
Special Instructions for Foreign Education: If you are qualifying by education and/or you have education completed in a foreign college/university described above, it is your responsibility to provide transcripts and/or proof of U.S. accreditation for foreign study. For instructions on where to fax these documents, see the "Required Documents" section of this announcement.

Qualification requirements must be met within 30 days of the job announcement closing date.

**HOW YOU WILL BE EVALUATED:**

Your resume will be used to evaluate your experience, education, and/or training that address the competencies below:  
  
1. Knowledge of relational database systems such as Gallery Systems-The Museum System, and programs such as MS SQL Server, SAP Crystal Reports and MS Access to include data structure, standards, and reporting needs.  
  
2. Knowledge of museum collections classification schema such as AAT, TGN, CDWA, and Revised Nomenclature for Museum Cataloging to improve standardization and accuracy of data.  
  
3. Ability to communicate in writing for the purpose of documenting standards, procedures, and aids for using the database; and to draft correspondence and other written materials using correct format, grammar, and spelling.  
  
4. Ability to communicate orally for the purposed of training staff, to explain policies and procedures, corroborate or provide information, and solicit cooperation on work matters.  
  
5. Ability to perform a range of administrative duties, including the ability to track the status of projects or assignments; prepare reports; and develop written policies and procedures.  
  
6. Knowledge of current digital media formats and encoding standards for the purpose of digitizing the museum collection.  
  
**HOW TO APPLY:**

[Back to top](https://www.usajobs.gov/GetJob/ViewDetails/TopofPage)

**Click on the "Apply Online" button on the upper right side of the page.** Please Note:

* You must apply for this position online through the 'Apply Online' button and submit required supplemental documents (if they are relevant to you).
* You may submit required documents by uploading them online during the application process; ***OR*** You may manually fax required documents. Faxes are received by an automated system, not a physical fax machine. Documents that are faxed as part of the application process must be sent with the system generated cover sheet by the closing date. Documents faxed without the system generated coversheet are not retrievable and cannot be considered as part of the application package.
* The complete application package, including any required documents, is due in the Smithsonian Office of Human Resources on the closing date of the announcement by 11:59 PM Eastern Time.
* If you are unable to apply online, paper applications may be accepted with prior approval of the Contact Person listed below.

**REQUIRED DOCUMENTS:**

**Your application package should include the following documents:**

* Detailed resume created in the USAJOBS Resume Builder.
* Proof of Veteran's Preference - DD214 (Member 4 Copy), if you are a veteran. Additionally, applicants claiming 10-point preference must complete Standard Form (SF) 15, Application for 10-Point Veteran Preference, as well as additional documentation required by the SF-15, such as a VA letter.
* **Unofficial school transcripts, if the position has an education requirement or if you are using education to qualify. If selected for the position, you must provide an official transcript before appointment.**
* Proof of U.S. accreditation for foreign study, if applicable.

**AGENCY CONTACT INFO:**

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**WHAT TO EXPECT NEXT:**

At the end of the application process you will be able to create and save a PDF file that contains your responses to the assessment questions. You may save this file as initial receipt of your application. After the job announcement closes, you will receive an email from the Smithsonian with confirmation of receipt. The Smithsonian receives many applications for each job. Each application is reviewed carefully which may take a few weeks. We will send you an e-mail to update you as we go through phases of the application review process. You may also check your application status by logging into www.usajobs.gov and selecting the tab "My USAJOBS;" e-mailing vacancy.info@si.edu; or by contacting the Office of Human Resources Representative listed. **Additional Information:**

* Tips on applying for Smithsonian jobs are available at [www.sihr.si.edu/jobs.cfm](http://www.sihr.si.edu/jobs.cfm).
* The Smithsonian does not pay relocation expenses.
* The Smithsonian embraces diversity and equal employment opportunity ([www.si.edu/oeema](http://www.si.edu/oeema)).

[< Back to Results](javascript:void(0))[Back to top](https://www.usajobs.gov/GetJob/ViewDetails/TopofPage)

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[Agency Contact Info](https://www.usajobs.gov/GetJob/ViewDetails/agencycontact)

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