Job Description

Job Title: PMNM Senior Information Technology Specialist
Job ID: 10591
Project Name: National Ocean Service
Full/Part Time: Full-Time
Regular/Temporary: Regular

Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with the National Ocean Service (NOS), Papahanaumokuakea Marine National Monument (PMNM) located in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY: Salary commensurate with qualifications.

DUTIES: Promotes the goals of the Office of National Marine Sanctuaries (ONMS) and the Papahanaumokuakea Marine National Monument (PMNM). Provides network and server support, including Microsoft (MS) Structured Query Language (SQL), SharePoint, Active Directory, and Microsoft System Center Configuration Manager Server administration and design of SharePoint and databases. Responsible for administration of file servers and associated organizational structure and archiving of files. Assists Information Technology (IT) Support Specialist on Macintosh and personal computer (PC) desktop, server, printer, audio/visual, support and training for the staff of the PMNM. Maintains certification and accreditation documentation and compliance for PMNM and coordinates with NOS on security and Department of Commerce (DOC) standard configurations. Specifies and purchases server and network hardware, software, Audio/Visual (A/V) equipment as well as documentation and tracking of accountable property. Primary liaison with National Oceanic and Atmospheric Administration (NOAA)/NOS/ONMS IT program for policy, logistics, hardware, and software support. Designated PMNM point of contact for outside agencies for all IT issues. Leader of IT Cross Team, responsible for development and implementation of IT and IT-related programmatic improvements.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor's Degree from an accredited four (4) year college or university in Computer Science or related field. (At least five (5) years of job-related experience in computer sciences, systems analyst, IT consulting, programming, database administration or related field may be substituted for education requirement.) EXPERIENCE: Five to seven (5-7) years of experience working in enterprise-grade multi-agency information systems design and management, IT consulting, government or law enforcement, management and public policy or related fields. Experience in MS SQL and SharePoint design and support. Experience with configuration and management of image and video library systems. Multi-agency database applications; working effectively with other agencies and groups to implement projects; developing recommendations, preparing clear and well organized written reports. Contract management experience. ABIL/KNOW/SKILLS: Knowledge in overall management of an IT infrastructure, inclusive of all components and support; working with hardware, software and security vendors to achieve a desired outcome. Knowledge of multi-agency vendor management, contract management, project management, and extensive knowledge of Microsoft File, SQL, and Sharepoint servers. Knowledge of networking protocols which may include Transmission Control Protocol (TCP)/Internet Protocol (IP), File Transfer Protocol (FTP), Hypertext Transfer Protocol (HTTP), etc. Demonstrated technical skill with script writing; some programming; Microsoft server configuration and troubleshooting; and Apple and PC desktop configuration, support and troubleshooting. Strong written and verbal communication.
skills. Skill working with, configuring and troubleshooting Microsoft, CISCO, and Apple networking and connectivity issues. Proven ability to prepare and maintain technical documentation related to information management systems. Some public speaking, presentation and communication abilities.

PHYSICAL/MEDICAL REQUIREMENTS: Able to lift and carry up to eighty (80) pounds.

SECONDARY QUALIFICATIONS: Knowledge of U.S. Federal Department of Commerce IT Standards, policies and procedures. Knowledge of Federal data management standards and policies, such as Federal Desktop Core Configuration (FDCC) and Metadata standards. Experience with ESRI GIS products and configuration - ESRI GIS Server and clients. Strong web skills on both client and server side, and experience with Java, Javascript, HTML, HTML5, IIS, and Active Server Pages (ASP). Microsoft SQL Database administration and database design abilities and skills. Very strong network troubleshooting skills and experience with satellite technologies for video teleconferencing.

INQUIRIES: Moani Pai 397-2660 (Oahu).

APPLICATION REQUIREMENTS: The preferred method of applying for a job is through our on-line application process. Please go to www.rcuh.com, click on "Employment" and navigate to "Job Announcements/Apply for a Job." However, if you do not have access to the Internet, you may apply by submitting resume; cover letter including Recruitment ID#, referral source, narrative of your qualifications for position and salary history; names, phone numbers and addresses of three supervisory references and copy of degree(s)/transcripts/certificate(s) to qualify for position by fax (808) 956-5022, mail, or hand-deliver to: Director of Human Resources, Research Corporation of the University of Hawaii, 2530 Dole Street, Sakamaki Hall D-100, Honolulu, HI 96822 before the closing date. Online applications and faxed documents must be submitted/received by the closing date (11:59 P.M. Hawaii Standard Time/RCUH receipt time). Mailed documents must be postmarked by the closing date. Hand-delivered documents must be received by our HR office by 4 P.M. Hawaii Standard Time/RCUH receipt time. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer.

Please apply before: 10/20/2010