

**Classification:** Lead Information Technology Specialist, NH-2210-IV  
**Local Title:** Director of Information Management (DOIM)  
**Employing Office Location:** Orlando, Florida  
**Duty Station:** Orlando, FL

**Org Info:** Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)  
 1<sup>st</sup> Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)  
 2<sup>nd</sup> Div: Corporate Information Office  
 3<sup>rd</sup> Div:  
 4<sup>th</sup> Div:

**Supervisor's Certification:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

**Immediate Supervisor:** James H. McBrayer

**Title:** Chief Information Officer

**Signature:** \_\_\_\_\_ /s/ \_\_\_\_\_ **Date:** 16 April 03

**Higher Supervisor or Manager:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Classification/Job Grading Certification:** I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

**Classification Official:** Stephen M. Seay, BG

**Title:** Program Executive Officer

**Signature:** \_\_\_\_\_ /s/ \_\_\_\_\_ **Date:** 18 April 2003

<b>FLSA:</b>	Exempt	<b>BUS Code:</b> 7777	<b>CL:</b> 405
<b>Drug Test:</b>	No	<b>Emergency Ess:</b>	Yes
<b>Key Position:</b>		<b>OPM Functions Code:</b>	
<b>Sensitivity:</b>	NCS	<b>Status:</b>	Competitive
<b>Reason for Submission:</b>	New	<b>Subject to IA:</b>	No
<b>Previous PD Number:</b>		<b>Mobilization:</b>	
<b>Envir. Diff:</b>		<b>Career Prg ID:</b>	
<b>Acq Posn Category:</b>	R	<b>CAPL Number:</b>	
<b>Acq Career Level:</b>	3	<b>Acq Posn Type:</b>	2
<b>Acq Special Asgmt:</b>		<b>Acq Prog Ind:</b>	
<b>Career Spec – Primary:</b>		<b>Career Spec – Sec:</b>	
<b>Cont Job Site:</b>		<b>Mobility:</b>	
<b>Financial Disclosure:</b>	<input type="checkbox"/> Public Financial	<input checked="" type="checkbox"/> Confidential Financial	
<b>[X] Supervisor</b>	<input type="checkbox"/> Manager	<input type="checkbox"/> Neither	

**Citation 1:** USOPM PCS for Administrative Work in the Information Technology Group, GS-2200 May 2001  
**Citation 2:** AWF, PDP, BLD, Federal Register, Volume 64, Jan 99

**Acquisition Workforce Demo Project  
Position Requirements Document**

**I. Organization information:**

**II.**

Position is located in the Corporate Information Office, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

**III. Position information:**

**IV.**

Supervisory Information Technology Specialist, NH-2210-IV

**III. Duties:**

Serves as PEO STRI Director of Information Management (DOIM) with responsibility for providing the PEO with reliable, predictable, and efficient information technology infrastructure for daily business operations. Maintains and manages the PEO's information system/information technology (IS/IT) strategic plan, architecture, and budget. Provide input to the Integrated Business Environment (IBE) and Integrated Data Environment (IDE) strategies, policies, and functions in the corporate information management area. Responsible for managing the enterprise's corporate information assets covering all business areas: technology infusion, information assurance, acquisition, sustainment, and general IS/IT support. Serve as the Information Assurance Manager (IAM) for the PEO STRI Information Office. Manages the functions of the Contracting Officer Representative (COR) and serves as a back up COR for PEO STRI contract-performed IT services.

*1. Planning, Direction, Review, Evaluation, and Organization  
(20%)*

Develops and proposes policies concerning PEO STRI Information Technology infrastructure. Directs, coordinates and implements the activities of the DOIM. Provides for continuous technological advancement and innovation in all areas of responsibility. Formulates the information technology budget for PEO STRI. Leads research into available "state-of-the-art" technology for infrastructure and customer service related functions. Manages projects to effectively utilize results flowing from such research.

Provides strategic direction, policies, and guidelines for Critical Infrastructure Protection (CIP) of PEO STRI IT services

and information assets. Develops strategic direction, policies, and guidelines for CIP.

*2. Contract Management Responsibilities (20%)*

Oversees Contracting Officer Represent (COR) functions. Allocates tasks assigned to the DOIM organization. Directs, manages and evaluates the work to be accomplished by contractor support personnel. Sets and adjusts priorities, and prepares schedules for completion of work. Makes changes in work assignments, workflow, and balances workload among positions to increase effectiveness of DOIM operations supervised.

*3. Develops and maintains systems and technology architecture/standards. Develops, maintains, and facilitates the implementation of a sound and integrated IT infrastructure and technology architecture for the PEO. (30%)*

Designs, implements, and supports the IT infrastructure including document management systems, outsourced or supported operations, systems engineering support, network management and operations, client support and help desk operations, telecommunications support, asset management, information assurance, and management reporting systems for the PEO. Establishes and delivers assured access through an information technology infrastructure as part of the AKM/AKEA initiatives.

Adopts and/or supports standards. Develops policy and defines standards associated with the PEO STRI infrastructure.

Provides advice and guidance to ensure emerging technological capabilities integrate into the existing architecture base and satisfy functional end user requirements. Recommends adoption of technological advancements having a major impact on current and planned application of IT infrastructure resources.

Oversees PEO STRI telecommunication operations for over 1000 stations.

*4. Promotes and facilitates work processes through the implementation of information technology solutions. Ensures that consistent, high-quality business and IS/IT processes are followed across organization. Devises, implements, and monitors appropriate performance measurements for business processes and IT activities. Ensures that service level expectations are established for IT customers throughout the organization. (20%)*

Serves as consultant, expert, and advisor in the application of state-of-the-art IT infrastructure methodologies to solve problems in the areas of office automation, automated information systems, data and document integration, communications and client server applications.

Establishes and tracks performance measurements to ensure effective and efficient IS operations.

Performs IT project management oversight within the DOIM organization. Ensures senior/lead project managers (contractor personnel) for the analysis, evaluation, development and implementation of computer-based systems used for managing the PEO's varied office automation requirements are meeting their project goals and are following established processes. Responsibilities include assisting project managers and Integrated Project Team (IPT) Leads plan, organize, and manage tasks and resources to accomplish implementations of IT capabilities with consideration to constraints such as time, schedule and performance. Monitors and evaluates contractor progress.

*5. Performs investment analyses, capital investment planning, and budgeting for all IT infrastructure investments. Determines, assesses, and oversees potential outcomes for IT investments. (10%)*

Develops and recommends PEO STRI business cases developed for any infrastructure system enhancements or new systems development. Investment analysis includes a determination of the value of a particular investment against all alternatives based on anticipated business benefits. Works with CIO to develop a DOIM master plan and budget for PEO STRI investment strategy. Monitors activities throughout the DOIM organization to ensure that development and IT plans are realistic, executed, and tracked against a schedule and carefully monitored as to cost.

Participates in the planning of new technology through the development of the annual IT budget to support technology research and program requirements. Updates the Management Information Systems (MIS) Board on Information Management Systems Projects, schedules, purchases and budget. Participates actively in the Overarching Integrated Project Team (OIPT) to introduce new customer requirements for technology.

*6. IT training and awareness programs.*





Factor: 4. - Leadership/Supervision Level IV.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Establishes and/or leads teams to carry out complex projects or programs. Resolves conflicts. Creates climate where empowerment and creativity thrive. Recognized as a technical/functional authority on specific issues. Leads, defines, manages, and integrates efforts of several groups or teams. Ensures organizational mission and program success. Fosters the development of other team members by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues personal professional development.

Factor: 5. - Communication Level IV.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Determines and communicates organizational positions on major projects or policies to senior level. Prepares, reviews, and approves major reports or policies of organization for internal and external distribution. Resolves diverse viewpoints/controversial issues. Presents organizational briefings to convey strategic vision or organizational policies.

Factor: 6. - Resource Management Level IV.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Develops, acquires, and allocates resources to accomplish multiple project/program goals. Formulates organizational strategies, tactics, and budget/action plan to acquire and allocate resources. Optimizes, controls, and manages all across projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures.

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSAS) FOR QUALIFICATION PURPOSES.**

Ability to apply a knowledge of systems analysis and design methodologies

Knowledge of information processing standards and procedures

Ability to apply knowledge of current automation technology and practices

Ability to evaluate computer systems design, prototypes, and computer applications from an operational test and evaluation perspective

Knowledge of configuration management regulations, principles, and techniques

Knowledge of computer security

Ability to apply test and evaluation tools and techniques to enhance the development and operation of computer software and computer systems

Knowledge of computer systems acquisition regulations, practices, and procedures

Knowledge of the organizational and functional responsibilities and operations of the employing organization

Ability to stratify resources against approved programs; to plan, present, and execute budgets; to analyze impacts on programs; and to forecast long term funding requirements

Ability to plan and execute complex, multi-faceted projects within established financial and time constraints

Ability to advise others

Ability to provide guidance to customers

Ability to communicate orally and in writing

Skill in interpersonal relations

Ability to supervise and lead others.

Knowledge of acquisition requirements sufficient to manage a substantial contracted workforce and to serve as backup to a Contracting Officer's Representative (COR)