

**D.C. OFFICE OF THE ATTORNEY GENERAL  
GOVERNMENT OF THE DISTRICT OF COLUMBIA**



**POSITION VACANCY ANNOUNCEMENT**

<b>ANNOUNCEMENT NO:</b> 30-2015	<b>POSITION TITLE:</b> Information Technology Specialist (Internet and Web Administrator)
<b>POSITION GRADE &amp; SERIES:</b> CS-2210-12	<b>SALARY RANGE:</b> \$71,716 - \$91,750 per annum
<b>TOUR OF DUTY:</b> 8:00 am – 4:30 pm Monday - Friday	<b>OPENING DATE:</b> May 29, 2015 <b>CLOSING DATE:</b> June 12, 2015
<b>AREA OF CONSIDERATION:</b> Open to the General Public	<b>PROMOTION POTENTIAL:</b> None
<b>WORKSITE LOCATION:</b> Office of the Attorney General for the District of Columbia Immediate Office 441- 4 <sup>th</sup> Street, N.W. Washington, D.C. 20001	<b>NO. OF VACANCIES:</b> One (1)
<b>DURATION OF APPOINTMENT:</b> Temporary – Career Service	<b>This is a Temporary Appointment NTE 09/30/2015</b>

**COLLECTIVE BARGAINING UNIT:** This position is in the collective bargaining unit represented by AFSCME Local 2401 and you may be required to pay an agency service fee through direct payroll deduction.

**BRIEF DESCRIPTION OF DUTIES:** This position is located in the Office of the Attorney General, Immediate Office. Incumbent reports directly to the Chief of Staff to manage the production, posting and maintenance of online content for the OAG Internet and Intranet pages and to develop and implement OAG's social-media strategy and maintain OAG's social-media platforms. Defines and executes a specific digital-content strategy for OAG which relates to both external and internal audiences and which encompasses both traditional Web media and multiple social media platforms. Cultivates new digital communities and constituencies for OAG and manages those communities and platforms. Coordinates with the Director of Communications on a daily basis to manage and maintain all OAG digital content across both internal and external Web-based platforms as well as social-media vehicles designed for both traditional Web use and use on tablet or handheld devices. Responsible for performing an IT review and creating appropriate applications as needed to develop, maintain and support OAG's websites. Tracks metrics on reach and influence across all Web and social-media platforms. Maintains relevant social-media conversations and interactions. Creates and maintains a user-friendly online OAG presence for District residents, visitors and customers, including developing and disseminating OAG's brand. Develops an internal submission process for divisions and sections to suggest new digital content for OAG's Web and social-media presences. Posts daily to all social-media outlets. Incumbent also coordinates OAG's community outreach services and activities with online platforms. Partners with other states, municipalities, governmental agencies, departments and community organizations to ensure proper online messages and relevancy. Ensures consistency of messages across multiple networks. Prepares reports to update internal staff on metrics across platforms. Stays abreast of new developments in Web and mobile applications, Internet and Intranet and related technologies, to the extent that these developments may benefit the District government and OAG. Works with the Office of the Chief Technology Officer development team to maintain agency Internet and Intranet websites on the DC Portal (<http://dc.gov>), using District government content management system, Dynamic Site Framework (DSF), HTML, and Active Server Protocol (ASP). Provides and maintains content management on the OAG Intranet Site and posting Web releases and tables for OAG Divisions.

**QUALIFICATIONS:** Candidates must have graduated from an accredited four year College or University with Bachelor's Degree in Communications, Computer Science or a related field plus four (4) years of specialized experience; or an equivalent combination of education and experience. This position requires the application of technical knowledge of Internet and social-media systems, services, and technologies as well as professional knowledge of communications, media relations and the District government as a whole.

Specialized Experience is Information Technology experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, at least one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

**Substitution of Education** for required experience will be allowed as defined in OPM's Qualification Standards. However, in order to receive credit, applicants must submit official proof of educational attainment at the time of application. Time in grade restrictions must be met by the closing date of this vacancy announcement.

**SUBMISSION OF RANKING FACTORS:** The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievement from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that includes the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

**RANKING FACTOR #1:** Knowledge of and skill in applying Internet design principles and methods, standard graphics mark-up languages, file formats used in the delivery of Web content; Internet clients, such as browsers and streaming audio; and the technical requirements of graphical, text, and voice-based browsers.

**RANKING FACTOR #2:** Knowledge of Federal and District of Columbia regulations and requirements and OAG's organization and Administrative structure.

**RANKING FACTOR #3:** Knowledge of and skill in applying Internet technologies and protocols.

**RANKING FACTOR #4:** Knowledge of social-media guidelines, including, but not limited to WOMMA and "pay-per-post".

**RANKING FACTOR #5:** Ability to speak and write clearly and effectively and to deal with others in a diplomatic but persuasive manner.

**PRIORITY CONSIDERATION:** Displaced Employee Priority Placement: Eligible's for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

**RESIDENCY PREFERENCE AMENDMENT :** A person applying for a position in the Career Service, Education Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), or an attorney in the Excepted Service (series 905) who is a bona fide District resident **AT THE TIME OF APPLICATION** for the position, may be awarded a 10-point residency preference over a non-District application(s), unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.

**APPLICANTS WHO FAIL TO COMPLETE, SIGN, DATE AND SUBMIT THE RESIDENCY PREFERENCE FOR EMPLOYMENT FORM WITH THEIR APPLICATION WILL NOT BE CONSIDERED FOR THE RESIDENCY PREFERENCE.**

**VETERANS PREFERENCE:** Applicants claiming veteran's preference must submit official proof of the time of application.

**DRUG-FREE WORKPLACE:** Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, **in writing**, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the

workplace.

**HOW TO APPLY:** Candidates may apply in person, or send a **COMPLETED DC-2000**, Employment application for the District of Columbia, to the Office of the Attorney General for the District of Columbia, Human Resources Section, Suite 1100S, located at Judiciary Square Building, 441 – 4th Street, NW, Washington, D.C. 20001. Candidates may send applications via e-mail to: [OAG.Recruitment@DC.Gov](mailto:OAG.Recruitment@DC.Gov).

**RESUMES ARE NOT CONSIDERED COMPLETE JOB APPLICATIONS; THEREFORE, A DC-2000 MUST BE SUBMITTED TO RECEIVE CONSIDERATION. RESUMES WILL BE ACCEPTED IN ADDITION TO THE DC-2000.** Inquiries related to employment and job applications should be directed to L. Dodson, Management Liaison Specialist (202) 724-6632. **To download the Employment Application Form, DC-2000, visit our website at [www.oag.dc.gov](http://www.oag.dc.gov).**

**INFORMATION TO CANDIDATE:** Applications received outside the area of consideration and/or after the closing date as well as incomplete applications will not be given consideration. **FOR THE PURPOSE OF EMPLOYMENT, Resumes are not considered job applications.** Therefore, to be considered all applicants must submit a **completed DC-2000 EMPLOYMENT APPLICATION. Applications will not be returned.**

**EEO:** The District of Columbia Government is an Equal Opportunity Employer.

**EQUAL OPPORTUNITY EMPLOYER:** All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

**Notice of Non-Discrimination:** In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**OFFICIAL JOB OFFERS ARE MADE BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF THE ATTORNEY GENERAL ONLY**





