



**Job Opportunity:** Information Technology Specialist (Grants Management System Administrator)

**Vacancy Announcement Number:** ARC 10-1

**Closing Date:** July 30, 2010

**Grade and Salary Range:** NF-2210-13/14(equivalent to GS-13/14); \$ 89,033 – \$136,771

**Agency Information:** The Appalachian Regional Commission (ARC) is a small federal-state partnership that works with the residents of Appalachia to create opportunities for self-sustaining economic and community development and improved quality of life. The partnership is anchored by a Federal Co-Chair, appointed by the President and representing the interests of the administration and the governors of the thirteen member states, representing the interests of the Appalachian residents. The Commission awards grants and contracts from funds appropriated to the Commission annually by Congress that are matched with matching resources from the grantees and other partners. ARC focuses its resources on the most economically-distressed counties and areas within the 13-state Appalachian Region. Eligible activities include those involving education and training; physical infrastructure; civic capacity building and leadership development; entrepreneurship and business development; and health care. The Commission central office is located in northwest Washington, DC. It is comprised of approximately 60 technical and professional staff supporting grant-making, advocacy, and knowledge-building functions to assist the Appalachian Region. Most Commission employees are not federal employees and this position is not a federal position. However, a federal employee who transfers to this position will be able to keep their federal benefits. The Commission's administrative costs are shared equally by the federal government and the states.

**Job Summary:** This position is located within the Program Operations Division, a group of grants managers and administrative staff. The incumbent serves as the single point of contact for ARC's database and grants management system (GMS) and is the in-house expert on collection, management, and display of grants information and data. As such, the incumbent is responsible for designing, implementing and managing a major upgrade to the GMS which will result in a full, end-to-end, *e-grants* process and is responsible for providing overall project management and data integrity services to this project. In addition, the incumbent is responsible for overseeing the full software project life-cycle, including the requirements definition, design, development, testing, management, implementation, training, and documentation of this upgrade. Once this upgrade is complete, the incumbent will be responsible for the ongoing oversight of the system, training and technical assistance for users, and upgrades to the system.

**Major Duties and Responsibilities:**

- Consults with users to establish the requirements for a grants management system (GMS).
- Manages the design, development, and day-to-day operations of a grants management system.
- Consults with managers, staff, and other users to determine data/reporting needs and generates standard and ad hoc reports as needed.
- Develops state-of-the-art customer service tools as needed to facilitate improvement in the e-grants management process.

- Provides training and technical assistance to users.
- Manages enrollment and access permissions for the GMS and insures conformance to established procedures, policies, and security guidelines.
- Manages communications between an assembly of professional staff comprising the GMS working group and the GMS internal and external customers.
- Completes review of GMS data integrity for Program Operations Division.
- Conducts complex and/or comprehensive research using a variety of resources to generate reports and other documentation and to respond to inquiries, questions or requests.
- Maintains knowledge of current trends and developments in the grants management information systems field by reading appropriate books, journals, and other literature and attending related seminars and training conferences. Applies pertinent new knowledge to performance of responsibilities.

**Required Qualifications:**

- Bachelor's degree in information systems or related field
- At least five years of relevant professional experience
- Knowledge of the software project development lifecycle and standard software project management methodologies, including requirements definition, testing, design development, implementation, documentation, training, and ongoing support.
- Knowledge of database fundamentals and organizational data management
- Ability to communicate with functional users and technical specialists
- Experience collecting, organizing, and analyzing data, including generating reports and dashboards.

**Preferred Qualifications:**

- Experience with grants database, e-grant grant management systems.
- Experience providing user training and technical support.
- Knowledge of Microsoft SQL Server or other database tools.
- Experience with Microsoft SQL Server Reporting Services
- Experience writing SQL queries
- Knowledge of data formats (HTML, XML, PDF)
- Proficient in Microsoft tools, including Outlook, Word, Excel, PowerPoint, and Visio
- Experience with Web applications

**Other Requirements:** U.S. Citizenship is required. Upon hiring, incumbent must successfully complete a federal background investigation.

**Salary and Benefits:** Pay will be commensurate with experience. This is not a federal position; however, if a federal employee is selected for this position and transfers without a break in service of more than three calendar days, he/she is entitled to continue his/her retirement, life and health insurance benefits, and leave entitlements. A non-federal selectee will be offered a comparable benefits package.

**How to Apply:**

Applicants should submit a resume or other form of application and a cover letter or separate statement addressing the qualifications shown above by email, fax or regular mail.

Appalachian Regional Commission  
Human Resources Office, Suite 700  
1666 Connecticut Avenue, NW  
Washington, DC 20009-1068  
Email: [hr@arc.gov](mailto:hr@arc.gov)  
Fax : 202-884-7691.

Applications must be received by midnight on the closing date.

**ARC is an Equal Opportunity Employer. Selection for this - and any other - position will be based solely on merit. ARC does not discriminate on the basis of race, color, religion, sex, national origin, politics, marital status, sexual orientation, physical or mental disability, age or membership or non-membership in an employee organization.**

