



**UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL MARKETING SERVICE  
DAIRY PROGRAMS  
MARKET ADMINISTRATOR  
FEDERAL MILK ORDER NO. 1  
NORTHEAST MARKETING AREA**

**JOB OPPORTUNITY**  
**Recruitment Number: 09-05**

**WHAT IS THE JOB?** LAN Administrator (Information Technology Specialist), 3341

**WHAT IS THE STARTING SALARY?** GRADE MA 17 (minimum \$69,285) – MA 19

**WHERE IS THE JOB LOCATED (Duty Station)?** Boston, Massachusetts

**AREA OF CONSIDERATION?** Boston, Massachusetts commuting area and Market Administrator employees. Relocation expenses will not be paid.

**WHAT ARE THE MAJOR DUTIES?** Work closely with Information Technology team members to provide quality information technology services and establishing and maintaining a client-oriented awareness on customer service for local area networks (LANs). Responsibilities include:

- Capacity, ability and desire to work effectively and in a positive manner in a team environment; work as a contributor, team member or serve as project lead. Ability to work for the common good of the team and organization, and collaborate successfully.
- Conduct routine and ongoing assessment of the infrastructure systems operations.
- Assist in the development, implementation and support of IT initiatives, including, but not limited to, disaster recovery, failover and redundancy of critical systems, and platform lifecycle management.
- Develop work and project plans associated with assignments.
- Formulate and define technical scope and objectives of assigned projects.
- Researching, installing and managing new systems.
- Assist in evaluating user needs and system functionality.
- Assist and participate with the installation, monitoring, maintenance, support, and optimization of all network hardware, software, and communication links. Work to analyze and resolve network hardware and software problems in a timely and accurate fashion.

- Assist in ensuring the stability, integrity, and efficient operation of the in-house information systems that support core organizational functions.
- Assist in developing, maintaining, supporting, and optimizing key functional areas, particularly network infrastructure, server infrastructure, data communications, and telecommunications systems.

**WHAT ARE THE BENEFITS?** Our outstanding benefits package includes: Federal retirement plan; 401(k)-style retirement savings and investment plan; paid vacation, holidays and sick leave; leave transfer program; tuition assistance; health, life and group rate long term care insurance; group rate dental and vision insurance.

**WHAT QUALIFICATIONS DO I NEED?** The experience and/or education must have equipped the applicant with the necessary knowledge and ability to perform fully the work of IT Specialist.

Applicants must have an understanding of network systems, coupled with a technical background in developing, implementing, maintaining, and supporting systems. The requirements listed below are representative of the knowledge, skills, and abilities required to perform the essential function:

**General Experience:** Experience in administrative or technical work, such as (1) work which required a general understanding of administrative functions or management practices and processes, or (2) an ability to work or deal effectively with individuals or groups of persons, or (3) skill in analyzing problems, identifying relevant factors, gathering pertinent information, and recognizing solutions.

**Specialized Experience:** In addition to the general experience, applicants must have the required amount of specialized experience performing duties that are **directly related to the primary duties of the position listed above**. Specialized experience may be gained performing a variety of information technology functions, when the work requires an in-depth knowledge of systems procedures and computer programming. 5 or more years of specialized experience as a LAN or Data Center Administrator in a medium to large environment required.

**Education:** Successfully completed studies in an accredited college or university above the high school level may be substituted for general experience at the rate of 1 year of education (i.e., 30 semester or 45 quarter hours) for 1 year of experience, up to a maximum of 3 years of education for 3 years of experience. Only directly related graduate education may be substituted for specialized experience, at the rate of 15 semester hours or 18 quarter hours for 6 months of experience.

**SPECIAL REQUIREMENTS?** Must be a U.S. Citizen; males born after 12/31/59 must be registered with the Selective Service; subject to satisfactory completion of one year probationary period. As a condition of employment, appropriate security clearance is required for this position. Irregular weekend and evening work is required on occasion. Scheduled rotation into network and systems monitoring cycles is required. Occasional overnight travel is required. Per diem and mileage are paid for official travel.

**HOW DO I APPLY?** Go to [www.fmmone.com](http://www.fmmone.com) - *Employment Opportunities* for a complete application package OR apply for this position by submitting a photocopy of your college transcript(s), a resume, and/or the Optional Application for Federal Employment (OF-612), or any other written format you choose to describe your job-related qualifications, and the attached Supplemental Qualifications Statement. **Include the Recruitment Number on all application material.** To receive veterans' preference you must attach a copy of your DD-214 or other proof of eligibility. **Deadline:** Applications and supporting documents submitted by fax or electronically must be submitted by 11:59 pm, Eastern Standard Time, Monday, June 22, 2009.

**WHERE DO I SUBMIT MY APPLICATION?** USDA – AMS – Dairy Programs – Market Administrator – Northeast Marketing Area, Attention: Lynn Romania, 302A Washington Avenue Extension, Albany, New York 12203. Fax #: (518) 464-6467. Voice #: (518) 452-4410 ext. 1635 e-mail: [lromania@fedmilk1.com](mailto:lromania@fedmilk1.com)

To apply for this position, you must provide a complete Application Package, which includes **both** of the following parts:

1. Your responses to the attached Supplemental Qualifications Statement, and
2. Your resume and any other documents (photocopy of your college transcript(s)) specified in the *HOW DO I APPLY?* section of this job announcement.

**APPLICATIONS MUST BE POSTMARKED BY: June 22, 2009**

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an Equal Opportunity provider and employer.