



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

JOB OPPORTUNITY
Recruitment Number: 10-03

WHAT IS THE JOB? IT Application Developer (Information Technology Specialist), 3341 (2 Positions may be filled with this posting)

WHAT IS THE STARTING SALARY? GRADE MA 16 (minimum \$67,438) – 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? Responsible for developing, supporting, and maintaining business applications. Responsibilities include:

- Analyze and assess user requirements, synthesize, design systems, and make recommendations. Develop effective system diagrams and written documentation.
- Design, code, and test applications.
- Follow recommended and industry procedures to deploy completed applications to production.
- Demonstrated in-depth knowledge of Application development concepts including The Software Development Life Cycle (SDLC) and software component reuse.
- Support, maintain, and enhance existing applications.
- Convert and/or integrate existing applications between software platforms and technologies.
- Participates in Service Desk process, including rotation into primary responder responsibilities.
- Participates in systems monitoring process, including off hour monitoring, responding, and taking appropriate action as required.
- Develop and maintain amicable communications with coworkers and departmental users.
- Work as a team member; collaborate effectively, contribute (and recognize and accept) different skills, individual interests, and opinions to sustain the unity and efficiency of the group in order to achieve common goals. Customer Service oriented approach to business.
- Communicate effectively, both orally and in written documents.

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.

The requirements listed below are representative of the knowledge, skills, and abilities required to perform the essential functions of the position:

- Experience in application development in a business environment with Microsoft.NET, preferably in C# (C Sharp)
- Experience with reporting and business intelligence; writing and maintaining reports preferably using Crystal Reports
- Experience utilizing basic database design principals
- Experience creating and maintaining database server views, stored procedures, and triggers
- Experience utilizing web-based programming

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 an IT Application Developer 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 - *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, March 1, 2010.

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

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: March 1, 2010

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