

## **Supplemental Qualifications Statement**

*(May be completed on a separate sheet of paper)*

The Supplemental Qualifications Statement should reflect evidence of the listed evaluation criteria. Describe specifically the experience, training, education, knowledge and/or awards you have received that are relevant to each requirement. Include the specific tasks performed, the dates and where they were gained.

### **LAN Administrator** **(Information Technology Specialist)**

- 1. Ability to plan, organize, direct and coordinate assigned projects (This element includes project management (utilizing tools such as *Microsoft Project*). Ability to develop, lead, and implement complex projects from initiation to completion. Applicants should describe responsibilities, duration and specific work experience.**
  
- 2. 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 collaborate successfully, commit and follow through for the common good of the team and organization. (Applicants should describe experiences and outcomes that demonstrate teamwork, collaboration and servant leadership).**
  
- 3. Ability to write and communicate effectively and to present complex and substantive data in a clear, convincing and effectively organized manner. (Describe specific examples – including audience, the purpose, the frequency and relationship to assigned duties.) Capacity, ability and desire to learn and apply new technical skills; ability to adapt, grow, and accommodate changes within the IT environment by accepting new responsibilities and adjusting job functions in support of, and due to, department and organization mission.**

**Supplemental Qualifications Statement (continued)**  
**Information Technology Specialist**

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**4. Demonstrated in-depth knowledge of (LAN) networking concepts and functioning, including environment, switches, gateways, patch panels, cabling, protocols, and network interfaces to troubleshoot large-scale network problems and implement long term solutions . Demonstrated thorough knowledge of client, host-platform and server setups and functioning in a LAN environment. Demonstrated thorough knowledge of environmental monitoring and network systems monitoring.**

**5. Demonstrated thorough knowledge of, and skill in applying, advanced IT principles, concepts, methods, standards, and practices sufficient to provide expert technical advice, guidance, and recommendations to management and other technical specialists on critical IT issues, to include design, development, testing, documentation, maintenance and integration of network systems, process and procedure; participation in technology planning, product and systems evaluation and implementation; provide client support, consultation, and subject matter expertise for networking systems development, maintenance and administration.**

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