



District of Columbia National Guard

Accelerated Hiring Announcement

Title 5 Civilian

DC-AHA-AR-26-010



<p>APPLICATION MUST BE FORWARDED TO:</p> <p>IN ORDER TO RECEIVE CONSIDERATION</p> <p>Galarza, Kristian A CIV NG DCARNG (USA) kristian.a.galarza.civ@army.mil</p>	<p>OPENING DATE: 28 April 2026</p>	<p>CLOSING DATE: 30 April 2026</p>
	<p>POSITION TITLE: IT SPECIALIST (SYSTEMS ADMINISTRATION) GRADE: GS-2210-12</p>	
	<p>AREA OF CONSIDERATION: GROUP 3</p> <p>All groups of Federal re-employable eligibles</p>	
<p>Position Location: Joint Force Headquarters/ G6 D.C Army National Guard 2001 E. Capitol St SE, Washington DC 20003</p>	<p>NOTE: This position is subject to provisions of the DoD Priority Placement Program. May be 3R eligible.</p>	
<p>INSTRUCTIONS FOR APPLYING: You must send applications electronically to the email addresses listed below.</p>		
<p>REQUIRED DOCUMENTS:</p>		
<p>1. Resume - resume highlighting your specialized experience. Ensure you include "from (mm/yy)" and "to (mm/yy)" dates along with a description of your relevant experience Resumes limited to two pages Starting on September 27, 2025, federal agencies will only accept resumes up to two pages in length.</p>		
<p>2. Current SF-50 (if applicable)</p>		
<p>3. Please submit completed packages to: Mr. Kristian, Galarza Phone: (571)-265-4533 kristian.a.galarza.civ@army.mil</p>		
<p>GENERAL EXPERIENCE:</p> <p>Work in this series includes managing, supervising, leading, administering, developing, delivering, and supporting information technology (IT) systems and services. This series covers only those positions for which the paramount requirement is knowledge of IT principles, concepts, and methods, e.g., data storage, software applications, networking.</p>		
<p>SPECIALIZED EXPERIENCE:</p> <p>1-year specialized experience equivalent to at least the next lower grade. Experience planning the sequence of actions necessary to accomplish the assignment where this entailed coordination with others outside the organizational unit and development of project controls. Experience required adaptations of guidelines or precedents to meet the needs of the assignment. Experience preparing documentation on cost/benefit studies where is involved summarizing the material and organizing it in a logical fashion.</p>		

EDUCATION AND CERTIFICATION REQUIREMENTS

Must have a high school diploma or general education development (GED) diploma.

CONDITIONS OF EMPLOYMENT & NOTES:

1. Must obtain and maintain a SECRET clearance level.
2. Incumbent must complete appropriate training and obtain required certifications IAW DoDI 8140 or DOD 8570.01M or applicable governing document(s) for Cyber workforce as an IA Manager Level 3 within 9 months of employment pending training seat availability.
3. Position is designated as OM-ADM-001 within the Defense Cybersecurity Workforce as guided by NIST SP 800-181; National Initiative for Cybersecurity Education, Cybersecurity Workforce Framework. Which establishes the Tasks, Skills, Knowledge and Abilities expected of this position. (<https://www.nist.gov/itl/applied-cybersecurity/nice/nice-framework-resource-center>).

District of Columbia National Guard

Announcement Number: DC-AHA-AR-26-010

Position: IT SPECIALIST (SYSTEMS ADMINISTRATION)

Position Description:

(1) Provides executive leadership, guidance, and direction to ensure acquisition, development, and retention of a professional, highly capable workforce to accomplish assigned missions. Provides supervision of the daily operations for delivery of C4IM services. Coordinates the work of team members to ensure that short-term and long-term goals and objectives are met. Directs, manages, and monitors a system of internal controls that ensures effective and appropriate use of resources. Optimization techniques to maximize the efficiency of all computer systems.

(2) Establishes performance standards and evaluates employee performance. Reviews and recommendations of candidates for promotions and recognition. Reviews and approvals: workplans to be accomplished by subordinates; priorities and schedules for completion of work; sets broad objectives; monitors subordinate employees' performance in providing IT services; reviews accomplishments; and takes appropriate action of correction when deficiencies are noted. Gives advice, counsels, or instructs individual employees, on both work and administrative matters. Develops and evaluates performance standards; recommends and approves awards; hears and resolves group employee grievances or serious employee complaints. Reviews and make decisions on serious disciplinary actions involving employees and make decisions on work problems presented by subordinates. Initiates recognition and disciplinary actions for personnel. Identifies and arranges appropriate training and development opportunities. Determines and approves training needs and establishes formal training plans.

(3) Collaborates with other supervisors and managers within the directorate to negotiate, decide on, or coordinate work-related changes affecting them. Advises their supervisor with broader and higher responsibilities on problems involving the relationship of the work of the system administration teams to broader programs, and its impact on IT Services. Serves as a technical advisor to management. Participates as a member and advisor on special committees and special projects designed to study methods to enhance the use of IT throughout the Command. Participate in developing strategic plans for enhancement of the system environment, developing functional and technical requirements for acquisitions, conducting cost-benefit analyses, feasibility studies, and related activities. Maintains liaison with manufacturers and vendors, professional organizations, and counterparts at other commands/installations and services regarding available products and state-of-the-art technologies and advancements. Develop strategies to incorporate into the organization's inventory such technologies and advancements found to be compatible with user requirements, taking into consideration any effect these technologies and techniques will have on existing architecture and infrastructure. Participates in plans for acquisition and implementation of new equipment, including development of contract documentation. May serve as the contractor's liaison/consultant, providing technical advice and support throughout the acquisition, installation, and maintenance stages. Plans and schedules for the installation of new or modified hardware, operating systems, and software applications. Consider factors such as compatibility, conversion or implementation costs, and impact on existing equipment. Directs testing of vendor-provided software. Advises staff on issues pertaining to operating systems and hardware status.

(4) Resolves inquiries and problems concerning access, use, and availability of datacenter technologies. Develop and enhance automated systems to improve performance and efficiency. Provides technical assistance to current and potential users to minimize disruptions of computer operations. Provides formal or informal training so users understand the relationships of the system and can work with the system without undue interruption. Tests and analyze system malfunctions to resolve physical and logical processing problems. Analyzes, evaluates, and resolves malfunctions by adjusting equipment configurations, realigning port allocations, recommending appropriate acquisitions, and distinguishing between equipment, software, and operation problems. Assists in solving problems associated with deliveries in support of individual hardware or software orders.

(7) Performs other duties as assigned.