

**Opportunity Title:** Information Technology Management at EPA

**Opportunity Reference Code:** EPA-SSP-0003-11

**Organization** U.S. Environmental Protection Agency (EPA)

**Reference Code** EPA-SSP-0003-11

- How to Apply**
- Submit application and supporting documents by clicking on Apply Now button.
  - *For more information, contact [EPAjobs@orau.org](mailto:EPAjobs@orau.org). Do not contact EPA directly.*

**Description** The EPA Environmental Research and Business Support Program has an immediate opening for an Information Technology Management position with the Office of Research and Development at the EPA facility in Washington, DC.

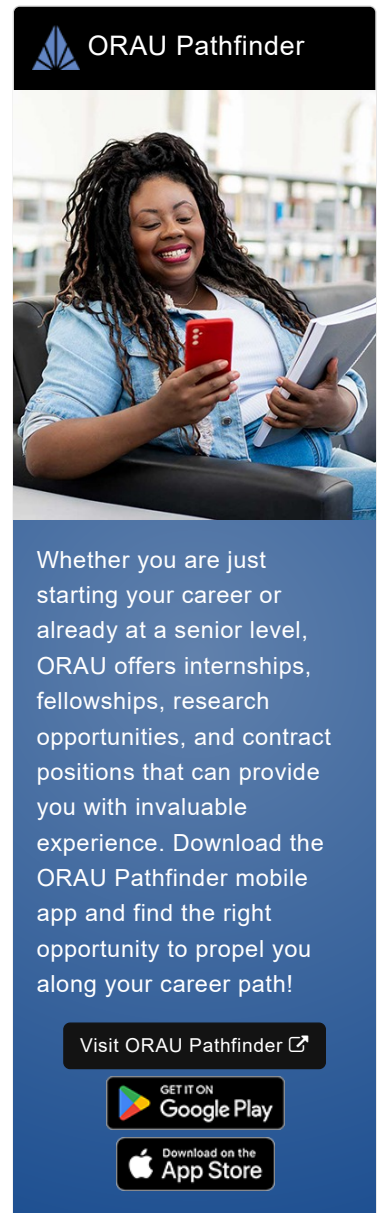
The Office of Research and Development (ORD) at the Environmental Protection Agency (EPA) supports high-quality research to improve the scientific basis for decisions on national environmental issues and help EPA achieve its environmental goals. Research is conducted in a broad range of environmental areas by scientists in EPA laboratories and at universities across the country. The Office of Science Information Management (OSIM), part of ORD, oversees numerous information management applications and processes and provides leadership with enterprise information management and technology operations and support.

The selected candidate shall assist the Office of Science Information Management with information management activities; including intranet and internet administration, site administration duties in SharePoint, and communications-related tasks.

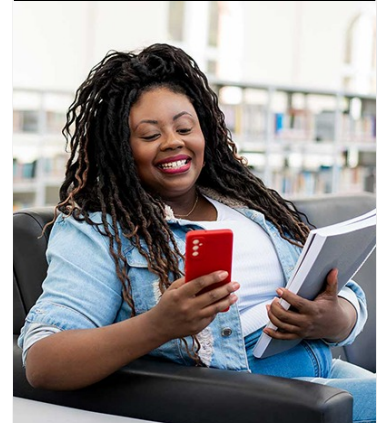
**Web/Application responsibilities shall include:**

- Building and editing web pages in Drupal web content management systems;
- Analyzing data and making recommendations on content/page development;
- Collecting and summarizing web based monthly stats;
- Aiding in analyzing needs and developing SharePoint sites; leveraging built-in SharePoint features including workflows, content types, lists, templates, Access services, Business connectivity Services (BCS), and others;
- Updating existing SharePoint sites where necessary;
- Assisting with data management, information management, and records management activities; including aligning best practices in these areas with Agency policies;
- Assisting in maintaining and testing of applications (running queries, spotting and correcting bad data, adding new information, preparing visuals/reports); and
- Assisting in reviewing web pages to make sure they follow agency policies and are 508 compliant.

**Communications and administrative related responsibilities shall**



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**include:**

- Assisting in the developing training material (text and/or video) and assisting content owners with content management tasks;
- Researching, coordinating and summarizing information relating to information technology and information management requests and activities;
- Assisting in the logistics and coordination activities for briefings, meetings, workshops, and other collaborative efforts (including ORD and Agency user groups); and
- Facilitating the appropriate communication and outreach related to information management and application activities including: creating one-page summaries, performing directed background research, developing communication materials, developing learning aids related to information management policy and standard operating procedures.

**Location:** This job will be located at EPA's facility in Washington, DC.

**Salary:** Selected applicant will become a temporary employee of ORAU and will receive an hourly wage of \$22.46 for hours worked.

**Hours:** Full-Time

**Travel:** Occasional overnight travel may be required.

**Expected Start Date:** The position is full-time and expected to begin in December 2018. The selected applicant will be a temporary employee of ORAU working as a contractor to EPA. The initial project is through May 14, 2019, followed by one (1) additional 12-month optional period.

**Working Conditions**

The selected candidate shall be supervised by a mentor who will provide day-to-day direction, as well as coach, advise and counsel the candidate, and review his/her work.

This position will involve work in an administrative setting and is not expected to involve exposure to hazardous elements.

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**Qualifications Eligible applicants must:**

- Be at least 18 years of age and
- Have earned at a minimum a Bachelor's degree in a scientific or technical field (e.g., Computer Science, Information Technology, Environmental Science, Biology, Engineering, Public Health, etc) or related discipline from an accredited university or college within the last 24 months, and
- Be a citizen of the United States of America or a *Legal Permanent Resident*.

*EPA ORD employees, their spouses, and children are not eligible to*

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*participate in this program.*

### **Required Knowledge, Skills, Work Experience, and Education**

Successful candidate shall have:

- Demonstrated experience with web content management systems (Drupal);
- Strong communication skills (i.e., oral, written), including effective multi-media technical communications;
- Experience with Google Analytics;
- Advanced experience with Microsoft Office products;
- Strong customer service skills (i.e., interpersonal skills, handling conflicts, etc.);
- Demonstrated leadership skills, experience working in teams, and the ability to work independently; and
- Strong proof reading, document research, and editing skills.

### **Desired Expertise, Skills, Education, and/or Experience**

It is desired but not required for the candidate to have:

- Experience with programming languages (e.g. PHP, HTML, CSS, R, Python); and
- Experience with SharePoint; to include development of workflows and permissions management.

- Eligibility Requirements**
- **Citizenship:** LPR or U.S. Citizen
  - **Degree:** Bachelor's Degree, Master's Degree, or Doctoral Degree received within the last 24 month(s).
  - **Discipline(s):**
    - **Computer, Information, and Data Sciences** ([16](#))
    - **Earth and Geosciences** ([21](#))
    - **Engineering** ([27](#))
    - **Environmental and Marine Sciences** ([14](#))
    - **Life Health and Medical Sciences** ([45](#))
    - **Mathematics and Statistics** ([10](#))

**Affirmation** I certify that I am at least 18 years of age; a recent graduate with at a minimum a Bachelor's degree in a scientific or technical field (e.g., Computer Science, Information Technology, Environmental Science, Biology, Engineering, Public Health, etc) or related discipline from an accredited university or college within the last 24 months; a citizen or a Legal Permanent Resident of the United States of America; and not a current employee of EPA ORD or the spouse or child of an EPA ORD employee.

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