



Opening Date: July 26, 2010  
Closing Date: Open Until Filled

## Vacancy Announcement #26-10 INFORMATION SYSTEM SPECIALIST II

Hiring Salary: \$38,272-\$45,700

DC Residents Preferred

### **SUMMARY DESCRIPTION**

The Information Systems Specialist II provides help desk support to Washington Convention and Sports Authority's (WCSA's) approximately 135 users. Installs, modifies and makes minor repairs to personal computer hardware and software systems, and provides technical assistance and training to system users. Understanding of Windows networking and Windows Server 2000/2003 also required. The Information Systems Specialist II reports to the Network Operations Manager.

### **MINIMUM QUALIFICATIONS**

- High School Diploma or equivalent.
- Two (2) years of related experience.
- Demonstrable thorough knowledge of the following software: Microsoft Windows (7/XP), and Microsoft Office Suite (2010/2007).
- Demonstrable thorough knowledge of the following hardware: microcomputer components (including the ability to install) diskette/hard disk/CD-ROM drives, network cards, RAM, etc; networking components.

### **DESIRABLE QUALIFICATIONS**

- A+ Certification.

### **ADA ESSENTIAL FUNCTIONS**

- Ability to walk extended distances and climb stairs to access the interior and environs of the Center.
- Ability to read and write instructions, floor plans, forms and other written material.
- Ability to converse orally and utilize standard telephones and two-way radios to receive and communicate information to staff and customers.
- Ability to lift, push, pull and manipulate equipment and objects weighing upwards of 35 pounds.

**In an effort to protect our environment from paper waste all candidates must apply on-line on our website:**

**<http://careers.wcsa.com/employment/application.aspx>**

**Computers are available in the Human Resources' lobby for on-line application purposes**

**Mondays-Fridays, 8:30am to 5:30pm.**

**Washington Convention & Sports Authority  
Human Resources Department  
801 Mount Vernon Place, NW  
Washington, DC 20001**

All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.