

# Job Title: Illinois State Distance Learning Technical Administrator (SDLTA)

## DEPARTMENT OF MILITARY AFFAIRS STATE DISTANCE LEARNING PROGRAM PERSONAL SERVICE CONTRACT POSTING

### **BID NOTICE #: 11791**

Agency: Department of Military Affairs

**Closing Date/Time: 02/18/2022**

Salary: \$3750-\$5,517 monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

### **\*\*\*\*A RESUME IS REQUIRED FOR THIS JOB POSTING\*\*\*\***

Please attach a DETAILED Resume/Curriculum Vitae (CV), a copy of your transcripts or diploma for all degrees earned, and a copy of any applicable professional licensures to the MY DOCUMENTS section of your application. Please note that the Department of Military Affairs must verify proof of higher education for any degree earned (if applicable) before any offer can be extended. You WILL NOT be considered for the position if you attach a CMS100, CMS100b or any other document in lieu of a Resume or CV.

### **Description**

ILARNG DL Program provides computer classrooms for individual and collective training on the military network. We assist Soldiers in navigating websites, using audio-visual equipment, ensuring the equipment is operational, and a clean environment to complete their training or tasks.

### **Job Responsibilities**

The SDLPTA monitors the Army National Guard Distance Learning Classrooms (ARNG DLCs) in the State, and ensuring compliance with all technical, cybersecurity, and information assurance requirements published by the ARNG G-6 and the State G-6/J-6.

Perform advanced troubleshooting on equipment; acting Tier 2 IT support.

The SDLPTA also assists the Fielding Office, ARNG G-6, and State G-6/J-6 in troubleshooting, diagnosing, and fixing technical issues with the ARNG DLCs in the State.

Input Usage into Distributed Learning Reporting and Scheduling System.

Prepare classroom for scheduled event.

Performs other related work as assigned.

### **Knowledge, Skills, and Abilities**

- Remote Troubleshooting.
- Two years of experience configuring computer software and installing/troubleshooting hardware.
- Two years of experience troubleshooting audio/visual equipment.
- Thorough working knowledge of applications and software, including spreadsheets, graphics, Microsoft Word, Excel and PowerPoint.
- Prefer members of the Illinois National Guard or Retired Illinois National Guardspersons.

### **Employment Conditions**

Requires a valid Illinois driver's license.

Required to have the ability to acquire a DOD Common Access Card (CAC) prior to Employment.

## **Education**

- Bachelor's degree in Computer Science, Information Technology, System Administration, or a closely related field, or equivalent 4 years experience and knowledge
- COMPTIA Security + certified

Work Hours: 8:00a.m. - 4:00 p.m. (Can Vary based on Mission Requirements)(1/2 hr paid lunch)

Work Location: 1301 N Macarthur Blvd, IL 62702-2399

Agency Contact:

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Job Function: Technology; Public Safety