

**WEST VIRGINIA MILITARY
AUTHORITY 1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085**

**POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML160403**

OPENING DATE: April 19, 2016

CLOSING DATE: May 3, 2016

LOCATION: West Virginia National Guard, JFHQ-WV-J6, 1703 Coonskin Drive, Charleston, WV 25311

JOB TITLE: MA Information Systems Specialist

WORKING TITLE: Information Security Officer

SALARY RANGE: \$46,000 - \$60,024

How to Apply: Anyone interested in applying for this position must submit a **completed West Virginia Military Authority Application for Employment and resume** to West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-1085.

Applications for Employment may be obtained from the West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-5000 or at <http://www.wv.ngb.army.mil/jobs/staffing/Vacancy/Announcements/MA/html>.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Under the general supervision of J6 Director, performs complex professional/technical work in developing, implementing and maintaining information security policies, standards and controls for all unclassified networks of the WV National Guard J6. Serves in a specialist role in identifying and analyzing threats/vulnerabilities posing risks to data, personnel, applications, systems related to WV National Guard unclassified networks. Serves as Trusted Agent (TA) for National Guard Bureau (NGB) by acting as the approving authority for NGB directly related to administrative rights and decisions on NGB's unclassified network in WV. Represents the WV National Guard Adjutant General for unclassified networks when dealing with outside agencies requesting or requiring higher level network classification and support while operating in WV. Creates and manages all user accounts and maintains all hardware associated with unclassified networks. Serves as Enhanced Trusted Agent (ETA) for the Army RA and manages PKI tokens for the unclassified networks in WV. Coordinates with NGB and other higher echelons to create, implement, and support regulations and standards to safeguard and streamline operations with all unclassified networks. Coordinates or leads with higher headquarters in creation and implementation to support regulations and standards to safeguard and streamline operations with all unclassified networks. Manages firewalls, router configurations and configures all encryption modules. Leads and provides support for NIPRNet site locations throughout the state. Serves as IASO for the unclassified network. Assists NGB and other higher echelons in creating improved methodologies for securing networks. Performs additional duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the organization and missions of the WV National Guard.

Knowledge of current information technology hardware, software and systems related to information security and network security.

Knowledge of personal computers and related operating systems.

Knowledge of data communications, theory, protocols, industry standards and terminology related to information security and network security.

Knowledge of the relationships and information technology organizations of the National Guard Bureau.

Ability to develop and implement regulations and standards to safeguard and streamline operations for unclassified networks.

Ability to create and manage user accounts and to maintain hardware associated with unclassified networks.

Ability to manage firewalls, router configurations and to configure encryption modules.

Ability to provide user support and training for the use and operation of unclassified networks; to provide support of NIPRNet site locations in the state.

Ability to represent WV National Guard Adjutant General when dealing outside agencies on unclassified network and support.

Ability to serve as IASO and IAM for unclassified networks.

Ability to establish and maintain effective working relationships with user community and other National Guard agencies.

MINIMUM QUALIFICATIONS

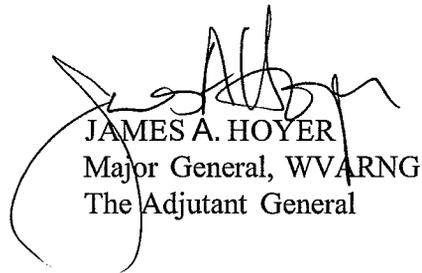
TRAINING: Graduation from an accredited four-year college or university

SUBSTITUTION: Additional experience as described below may substitute for the required college training through an established formula.

EXPERIENCE: Three years of full-time or equivalent part-time paid experience in information technology or information systems related to information and/or network security.

SPECIAL REQUIREMENTS

1. Position is contingent upon continued receipt of Department of Defense funding.
2. This position falls under the West Virginia Consolidated Public Retirement System.
3. **CONSIDERATION WILL BE GIVEN TO ALL QUALIFIED APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, AGE, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.**
4. **STATE POSITIONS ANNOUNCED BY THE ADJUTANT GENERAL ARE AT-WILL EMPLOYMENT POSITIONS. THE TERM AT-WILL EMPLOYMENT MEANS THAT THE EMPLOYEE MAY BE TERMINATED AT ANYTIME WITHOUT CAUSE.**
5. Position may require security clearance and background check.



JAMES A. HOYER
Major General, WVARNG
The Adjutant General