United States Department of Agriculture

RESEARCH, EDUCATION, AND ECONOMICS
AGRICULTURAL RESEARCH SERVICE
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"Solving Problems for the Growing World"

VACANCY ANNOUNCEMENT

Announcement Number: ARS-A6W-0018
Alternative Merit Promotion

Position Title/Series/Grade:
Administrative Assistant/Administrative Officer
GS-0341-07/09/11

Promotion Potential: GS-11

Employment Type: Full-time - Permanent

Grade and Salary Range:

GS-07	$34,149.00 - $44,395.00	Per Year
GS-09	$41,772.00 - $54,300.00	Per Year
GS-11	$50,541.00 - $65,704.00	Per Year

Location of Position:
Wooster, OH

Who Can Apply: Government-Wide
(You **must** include a statement in your application that you are a U.S. citizen to be considered for this position.)

Opening Date: October 24, 2005

Closing Date: November 14, 2005

For copies of vacancy announcements and/or application materials, please call (301) 504-1482. For additional information regarding employment opportunities, please visit http://www.afm.ars.usda.gov/hrd/jobs/apply.htm.

Contact Information

Human Resources Specialist:
Jennifer Riddle
(301) 504-1395

Location Contact Information:
Dr. Roy Gingery
(330) 263-3834

DC Relay Service: (202) 855-1234 (TDD)

Send Applications to:
USDA, Agricultural Research Service
Human Resources Division, WSB
Attn: Jennifer Riddle
5601 Sunnyside Avenue, Stop 5106
Beltsville, MD 20705-5106
Fax: (301) 504-1535
E-mail: scirecruit@ars.usda.gov

Applications must be postmarked, e-mailed or faxed by the closing date of the announcement. Applications received in Government envelopes will not be considered.

Please take advantage of the Application Package Checklist at the end of this announcement to ensure your application is complete.

Applications will also be accepted from USDA Surplus and Federal Displaced Employees in the commuting area.

Major Duties:
The incumbent serves as the Administrative Officer for the Wooster, Coshocton, Columbus, and Toledo, Ohio locations and is responsible for planning, directing, and implementing a comprehensive administrative management program. The incumbent provides administrative support in all functional areas including budget and finance, personnel, procurement and contracting, facilities maintenance, safety and health, and management analysis. Specifically, develops, implements, and monitors budget and operating plans involving estimates for salaries, supplies, equipment, space, and cooperative and research agreement costs. Maintains fiscal records and status of funds, and implements control systems for accountability. Advises and assists supervisors and employees on personnel matters and keeps them informed concerning current policies and procedures. Prepares and/or reviews position descriptions and supporting documents; exercises delegated authority to hire and appoint students and seasonal candidates; and serves as liaison for the RSA between ARS and the University. Oversees the procurement activities for the unit and the delegated purchasing authority for supplies, services and construction. Insures that inventory records of real and personal property are maintained. Directs all support services for the research unit. Provides technical and administrative supervision to assigned employees. Periodic travel (same-day or overnight) will be required to provide administrative support to other serviced locations (Columbus, Coshocton, Toledo).

Qualifications Required: Your education and experience will be evaluated against all qualification requirements (basic and any additional requirements) listed below.

Basic Requirements

GS-7: 1 year of specialized experience equivalent to the GS-5 level OR 1 full year of graduate level education or superior academic achievement at the baccalaureate level.

GS-9: 1 year of specialized experience equivalent to the GS-7 level OR 2 full years of graduate level education or master's or equivalent graduate degree.

GS-11: 1 year of specialized experience equivalent to the GS-9 OR 3 full years of graduate level education or Ph.D. or equivalent doctoral degree.

Graduate education must demonstrate the knowledge, skills, and abilities necessary to do the work of the position.

If qualifying all or in part based on your education, please submit a copy of your college transcripts OR a list of college courses with credit hours, dates completed, and grades received. If this information is not provided, your education may not be appropriately evaluated and you may lose consideration for this position. If your qualifications are based in any part on education and you are selected for this position, you will have to provide an official copy of your academic transcripts prior to entering on duty.

Time-In-Grade Restrictions apply for all candidates considered under Merit Promotion/Alternative Merit Promotion.

Specialized Experience - experience which has equipped you with the following Knowledge, Skills and Abilities - 'KSAs' required to perform the duties of this position:

1. Knowledge of administrative support functions such as personnel procedures/policies, procurement, contracting, property management, budget, travel, and information/communications management.
2. Ability to research, interpret, apply and provide advice on a variety of administrative policies, laws, regulations and procedures to a diverse workforce.

3. Ability to apply budget and fiscal management procedures and processes including budget development, analysis of fund expenditures, and reconciliation of accounts.
4. Skill in the use of computer software to prepare budget packages, inventories, administrative reports, documents, etc.

In addition to the above, all candidates will be evaluated on the following **Supervisory/Managerial Competencies:** 1.) Ability to lead and accomplish work through others. (Includes conflict management, cultural awareness, team building, integrity/honesty) and 2.) Ability to communicate with individuals or groups from diverse backgrounds in a variety of situations. (Includes oral and written communication, influencing/negotiating, partnering, interpersonal skills, and political savvy).

Note: This is a Supervisory/Managerial position. The selectee may be required to serve a one year probationary period.

Additional Requirements

Must possess and maintain a valid State-issued Driver's License.

Other Important Information

Benefits Package:
A Benefits Package is authorized for this position. Additional information about Federal benefits can be obtained at www.usajobs.opm.gov/ei61.htm.

Veteran's Preference:
For further details, call the U.S. Office of Personnel Management (OPM) at 478-757-3000 or TDD 478-744-2299. Select General Information on the Federal Employment Policies and Procedures, and then Veterans Preference and Special Appointing Authorities for Veterans. Visit their VetGuide website at http://www.opm.gov/veterans/html/vetguide.asp.

Relocation Expenses:
Payment of relocation expenses will be determined in accordance with P&P 412.5, Recruitment and Retention Incentives and Other Special Pay, Sections 6 and 7, as amended by Bulletin 03-402, which may be found at: http://www.afm.ars.usda.gov/hrd/staffing_recruit/reloweb.htm.

Financial Disclosure Requirement:
Federal employees are subject to prohibitions against officially dealing with outside organizations in which they have a financial interest. You may be required to submit a financial disclosure report if hired for this position.

False statements:
If you make a false statement in any part of your application, you may not be hired; may be fired after beginning work; or may be fined or jailed.

Optional Form 306, (Declaration for Federal Employment):
If you are selected for this position, you will be required to complete this form before an offer may be made.

USDA Surplus/Federal Displaced Employees:

USDA Surplus/Federal displaced employees must submit documentary evidence of eligibility. Well qualified surplus and displaced employees within the local commuting area will receive selection priority as provided by OPM regulations. Well-qualified means the applicant meets the basic qualification and eligibility requirements and all selective placement factors; is rated above minimally qualified against the KSAs or quality criteria; and is able to satisfactorily perform the duties of the position upon entry. Applicants must submit the following:

1) a copy of your RIF Separation Notice or Certification of Expected Separation or other documentation indicating that you are a surplus employee;
2) evidence of full performance level of current position;
3) a copy of your most recent performance appraisal; and
4) a copy of your most recent SF-50, Notification of Personnel Action, to verify reassignment eligibility.

Selective Service System:
Males over age 18 who were born after December 31, 1959, must have registered with the Selective Service System (or have an exemption) to be eligible for Federal employment.

Reasonable Accommodation:
Reasonable accommodation is provided to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, or have questions regarding reasonable accommodation and/or accessibility for any part of the application and hiring process, please contact the Disability Program Manager on 202-720-6161 or through the DC Relay Service on 202-855-1234 (TDD). The decision to grant reasonable accommodation is made on a case-by-case basis.

Civil Rights Policy Statement:
The U.S. Department of Agriculture (USDA) is an equal opportunity employer and provider. Discrimination is prohibited in all USDA programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center on 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 202-720-5964 (voice and TDD).

Application Package Checklist

If application packages do not contain all of the requested information, you may lose consideration for the job. To help you ensure your application fully outlines your qualifications and eligibility for this position, please submit the following documentation.

☐ Optional Form 612 (Optional Application for Federal Employment), SF-171 (Application for Federal Employment), Resume, Curriculum Vitae, or other document outlining your qualifications (Go to http://www.opm.gov/forms/html/of.asp and scroll down to obtain the OF-612).

The following information is required of all applicants:

☐ Announcement number, title, and grade(s) of the position

☐ Full name, mailing address (including zip code) and day and evening phone numbers (with area code)

☐ Social security number

☐ Statement that you are a U.S. citizen (if not using the OF-612 or SF-171)

☐ Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty) (if claiming veterans preference) (Visit the following web site for additional information:

☐ SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form (if claiming 10-point veterans preference) (Go to the web site at http://www.opm.gov/forms/html/sf.asp to obtain form.)

☐ Paid and non-paid work experience related to the position. For each period of work experience include:
___Job title
___Series/grade (if Federal employment)
___Duties and accomplishments
___Employer's name and address
___Supervisor's name and contact information
___Starting and ending dates of employment (at least month & year)
___Number of hours worked per week
___Salary
___Indicate if we may contact current supervisor/employer

☐ Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.)
___Certificates/licenses (current)
___Honors, awards, and special accomplishments
___Supplemental questionnaire if applicable (usually for Federal Wage System positions - WG, WL, WS)

☐ Copy of college transcripts (if qualifying all or in part on the basis of education for this position) (If you have non-conventional education, e.g., foreign study, continuing education units, life experience, etc., go to the web site at http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a and look under the heading "Other Education" for information governing acceptability of this type of education.)

- ☐ Copy of SF-50 (Notification of Personnel Action) to verify possession of competitive civil service status (if you are a current or previous federal employee)

- ☐ Copy of most recent performance appraisal (if you are a current federal employee)

- ☐ Second copy of application package (if the position is open to candidates outside the federal government AND if you are a current federal employee or a candidate with reinstatement eligibility and wish to be considered under both merit promotion and competitive examining procedures).

- ☐ Support documentation for eligibility for special hiring authorities, such as disability, Peace Corps service, etc. (If you have questions about whether you are eligible for a particular hiring authority, please call the servicing HR specialist or visit the web site at http://www.usajobs.opm.gov/a2.htm and scroll down to the subject heading, "Category".)

- ☐ Support documentation if you are a USDA surplus or federal displaced employee (See pertinent section under "Other Important Information" below.)

- ☐ Self-certification of typing speed (if required as a basic qualification for the position)

- ☐ While not required, a separate response to the required knowledge, skills, and abilities (KSAs listed under Specialized Experience) and Selective Placement Factor(s), if present, for this position may better highlight your specific qualifications for this position. (For an explanation of KSAs, go to the web site at http://www.ars.usda.gov/careers/whatksa.html).

If this is your first time applying for a federal job, or if you wish to view more detailed information about various aspects of applying for federal jobs, go to http://www.opm.gov/forms/html/of.asp and scroll down to access the Office of Personnel Management (OPM) Optional Form 510.