

Department: Executive Office of the President
Agency: Office of Management & Budget, Executive Office of the President
Job Announcement Number: OMB-09-42-SR

[Overview](#)

Office Manager

Salary Range: 50,408 to 50,408 USD Per Year

Open Period: 5/4/2009 to 5/25/2009

Series & Grade: GS-0303-09/09

Position Information: Full-Time Permanent

Promotion Potential: 10

Duty Location: 1 vacancy - Washington, DC

Who May Be Considered:

Applications will be accepted from current and former competitive service Federal employees, and people eligible under special hiring authorities.

Job Summary:

This position is located in the E-Gov and Information Technology Division. This Division is focused on expanding Electronic Government, which uses improved Internet-based technology to make it easy for citizens and businesses to interact with the government, save taxpayer dollars, and streamline citizen-to-government communications. The goal of these initiatives will be to eliminate redundant systems and significantly improve the government's quality of customer service for citizens and businesses.

OMB has excellent benefits and is located just blocks from the Metro.

****NOTICE:** Please note the Quality Ranking Factors listed in this vacancy announcement. Failure to address these factors will result in you not receiving consideration for this vacancy.

[Duties](#)

Major Duties:

The Office of E-Government and Information Technology is responsible for improving the use of information and information technology within the Federal government, reducing Federal paperwork, and improving the quality of Federal regulations. The office has specific responsibility to develop and oversee the implementation of government-wide policies for the acquisition and use of information and information technology. Such policies support a variety of initiatives, including encouraging the dissemination of government information to the public, improving the security and privacy of government computer systems, promoting forward-looking telecommunications policies, enhancing the ability of agencies to use electronic commerce, and generally applying contemporary information technology to the management of government information.

The incumbent serves as the focal point for planning, developing, and executing an administrative support function within the Division and is responsible for the efficient day-to-day management of administrative support operations. Provides administrative assistance to support the technical and analytical functions for which the office is responsible. Administrative assistance includes: (1) use of various office automation systems applications; (2) providing a technical review of work products to ensure adequacy, consistency, and compliance with relevant administrative requirements; (3) coordination of the administrative aspects of the office's work among the other administrative staff of the Division, of other offices within OMB and the EOP and other Federal agencies. Work assignments are based on cyclical, ongoing, and ad hoc requirements for administrative support assistance related to the functions of the office.

MINIMUM QUALIFICATION REQUIREMENTS: Applicants must have a minimum of one year of

specialized experience or equivalent education at a level of difficulty and responsibility comparable to the next lower grade in the Federal service. Specialized experience is experience directly related to the work of the position to be filled, which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position.

GS-09: One year of specialized experience equivalent to a GS-08. Experience which demonstrates a firm basis for understanding administrative and research support, manual and/or automated files and other information-storage systems, and research techniques. The potential to use these techniques to analyze and track data. Examples might include work experience as an entry level program specialist.

Qualifications and Evaluation

Qualifications:

MINIMUM QUALIFICATION REQUIREMENTS: Applicants must have a minimum of one year of specialized experience at a level of difficulty and responsibility comparable to the next lower grade in the Federal service. Specialized experience is experience directly related to the work of the position to be filled, which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position. Examples of specialized experience includes but is not limited to:

GS-09: Planning, developing, and executing an administrative support functions and operations. Use of various office automation systems applications and a technical review of work products.

NOTE: EMPLOYEES MUST MEET ALL ELIGIBILITY REQUIREMENTS PRIOR TO DATE OF APPOINTMENT.

FAVORABLE SECURITY SCREENING: This position requires the selectee to be at least 18 years old and be able to obtain and maintain an Executive Office of the President (EOP) favorable security determination as a prerequisite to employment. EOP's offer of employment is conditional until the selectee passes a drug screen, pre-employment security interviews, appropriate credit checks, a criminal background record and identification check, and the EOP exercises its discretion to grant the selectee a favorable security determination. Any employment offer EOP management extends prior to a favorable security determination is merely tentative, and the EOP expressly reserves the right to rescind the tentative employment offer at any time before the selectee's start date.

DRUG TESTING: The applicant tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment. After appointment, the employee will be included in the component's random drug testing program.

How Will You Be Evaluated:

You will be evaluated based upon the responses you provide on the job specific questionnaire that is required as part of the application process for this position.

QUALITY RANKING FACTORS AND OTHER REQUIRED SUBMISSION: Candidates must prepare, using specific examples, a brief description of their qualifications as they relate to each of the quality ranking factors listed below. Each candidate who meets the minimum qualifications will be rated and ranked based on their responses to the Quality Ranking Factors listed below. Failure to address WILL result in a rating of INCOMPLETE.

1. Ability to independently perform a wide variety of administrative assignments rapidly and completely and to shift effectively from one assignment to another as priorities change.

2. Ability to apply reasoning skills and seasoned judgment to work projects. Capable of viewing isolated work assignments as part of the larger overall budgetary and management processes with which the Division is engaged.
3. Knowledge of the capabilities, operating characteristics, and advanced functions of a variety of types of office automation software (e.g., data base, spreadsheet, word processing).
4. Skill in operating a variety of office automation equipment used to execute office functions, including the ability to learn new applications and to train others in the use of new applications.

BASIS OF RATING: No written test is required. Applicants will be numerically scored based on an evaluation of their experience/education as described in the application AND on their written responses to the Quality Ranking Factors listed above. **APPLICANTS SHOULD PROVIDE A SUPPLEMENTAL DOCUMENT (ON PLAIN PAPER, NO FORM REQUIRED), ADDRESSING EACH QUALITY RANKING FACTOR SEPARATELY IN NARRATIVE FORMAT OF NO MORE THAN TWO PAGES FOR EACH QUALITY RANKING FACTOR WITH DETAILED ANSWERS AND EXAMPLES OF RELEVANT EXPERIENCE.**

Benefits and Other Information

Benefits:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

You can use Health Care Flexible Spending Accounts for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their FEHB plans. More Info: <http://www.usajobs.gov/jobextrainfo.asp#FSA>

Other Information:

- Users of Telecommunications Devices for the Deaf (TDD) may call (202) 395-1160.
- Male applicants born after December 31, 1959 must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service Law.

- Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs.

[How to Apply](#)

How to Apply:

You must submit your application so that it will be received by the closing date of the announcement.

- Applications must be received by the closing date.
- Applicants submitting applications in postage-paid Government envelopes are reminded of the legal prohibition against the use of such envelopes or other Government property for other than officially approved activities. These prohibitions are contained in 18 U.S.C.1719.
- Applications will not be returned.
- You must include the announcement number on your application.

HOW TO APPLY: THERE ARE 2 OPTIONS FOR APPLYING. It is imperative that your application contains the appropriate information and required documentation so a proper determination can be made of your qualifications.

INFORMATION REQUIRED ON YOUR RESUME: If you omit any of the required information specified in required information, your application will be rated INCOMPLETE.

Required information includes:

Announcement Number, title and grade(s) for which you are applying.

Full name, mailing address (with zip code) and day/evening telephone numbers (with area code).

Giving your Social Security Number is voluntary. However, we may not be able process your application without it.

Country of Citizenship.

If you have ever been employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

High School name, city, state and zip code, date of diploma or GED.

Colleges and/or Universities attended, city, state and zip code.

Major field(s) of study.

Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience - paid or non-paid positions held related to the job for which you are applying.

Job title, duties and accomplishments, number of hours per week

Employers name and address.

Supervisor's name and phone number.

Starting and ending dates of employment (month and year), salary.

Indicate if your current supervisor may be contacted.

Job-related training courses (title and year).

Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)

Job-related certificates and licenses.

Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Do not send copies of documents unless specifically requested.

APPLICATION OPTION 1 - EMAIL: Applications/Resumes and supplemental information (if applicable) will be accepted via email. Please submit your application to eopjobs@oa.eop.gov.

APPLICATION OPTION 2 -

Fax to 202-395-1585 the following:

(1) An Optional Application for Federal Employment (OF-612); or a resume; or the SF-171, Application for Federal Employment; or other written application format of your choice. Whatever format is selected, be sure to provide all of the information requested below. If you are using the online Resume Builder, this information will be included when you create and submit a resume.

(2) REQUIRED INFORMATION AS INDICATED ABOVE

Please indicate the lowest grade or salary you are willing to accept. If not indicated, we will only consider you at the highest grade for which you qualify.

If you are a current or former federal employee with reinstatement eligibility, you must submit a copy of your last Notification of Personnel Action (SF50) showing your position, title, series, grade and eligibility.

Contact Information:

OMB Servicing Specialist
Phone: 202-395-1088
Internet: eopjobs@oa.eop.gov

Or Write:
Executive Office of the President
Do Not Mail Application Packages
Washington DC 20503
US

What to Expect Next:

Displaced employees requesting special selection priority consideration under the Interagency Career Transition Assistance Program (ICTAP). If you are a displaced Federal employee, you may be entitled to receive priority consideration under the ICTAP. To receive consideration you must:

1. Be a displaced Federal employee. The following categories of candidates below are considered displaced employees. You must submit a copy of the appropriate documentation such as RIF separation notice, letter from OPM, or a Certificate of Separation from your agency documenting your priority consideration status.
2. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement under section 8337 (h), or 8456 of title 5 United States Code;

OR

1. Current or former career or career-conditional (tenure group 1 or 2) competitive service employees who: received a specific RIF separation notice; or separate because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or retired with a disability and whose disability annuity has been or is being

terminated; or upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a SF-50 that indicates "Retirement in Lieu of RIF"; or under the discontinued service retirement option; or was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

2. Be applying for a position at or below the grade level of the position from which you were being separated. The position must not have greater promotion potential than the position from which you are being separated.
3. Have a current performance rating of record (or last) of at least fully successful or equivalent (does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria.
6. Be rated well qualified for the position. To be considered well qualified you must earn a score of 90 or above on the rating criteria developed for this position. Applicants must address the selective and quality ranking factors in order to receive a rating.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Veterans Information

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990, and January 2, 1992.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference will need to submit Form SF-15, Application for 10-point Veterans' Preference.

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the VetGuide.

Social Security Number - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials, will result in your application not being processed.

Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.