

Job Title: Program and Grants Management Officer

Agency: Election Assistance Commission

Job Announcement Number: EAC-10-05

Salary Range: 74,872.00 - 97,333.00 USD /year

Series & Grade: AD-0301-03/03

Promotion Potential: 03

Open Period: Tuesday, June 01, 2010 to Monday, June 21, 2010

Position Information: Full-Time Permanent, Excepted Service, Indefinite

Duty Locations: 1 vacancy - Washington DC Metro Area, DC

Who May Be Considered: Applications will be accepted from United States citizens and nationals.

#### Job Summary:

Are you interested in joining a small, independent agency whose work touches the lives of every American citizen? The U.S. Election Assistance Commission (EAC) is dedicated to improving the electoral process to ensure that all eligible citizens have the right to vote and have their votes counted accurately. Every EAC employee is proud to be a part of a team that works together to assure that every vote counts. Come, join us!

The Program and Grants Management Officer at the U.S. Election Assistance Commission is responsible for managing and coordinating three critical functions within the organization: providing program support to the agency's grantees, managing the Election Management Guidelines program and, executing activities related to the minority language accessibility program. The incumbent will utilize his or her background and expertise in program management and election administration in order to develop and execute annual program goals and objectives for the commission. The incumbent will be able to balance the programmatic demands of each area and will focus on creating the maximum number of successful products or outcomes possible. With a background in public administration the incumbent will also understand the unique skills and capabilities required to successfully perform in a Federal agency. The position is perfect for an experienced professional who is seeking an opportunity to create and enhance a series of programs and initiatives for this relatively new Federal commission.

#### Key Requirements:

- US Citizenship
- Travel Required - Occasional
- Must be able to obtain and maintain a security clearance.

#### Major Duties:

Fulfillment of these duties and responsibilities involves the following work activities:

- Serving as the agency's primary point of contact for all grantee and public inquiries related to Election Assistance Commission's discretionary grant program activities. Activities include providing programmatic support and guidance, collecting and disseminating key learnings from the grantees and, creating new grant programs. The incumbent has primary responsibility for monitoring all relevant legislation and election community activities which may affect the grants program and works with the grants department to manage a portfolio of discretionary grants.
- Serving as the agency's primary point of contact for the Commission's Election Management Guidelines (EMG) program. Activities include researching and identifying new topics and consulting with the elections community on these issues. Incumbent is responsible for developing, updating and broadly disseminating (marketing) EMG program materials.
- Serving as the primary point of contact for the agency's language accessibility program. Develops and executes annual program goals and objectives which include identifying and interacting with key stakeholder groups,

researching relevant issues and, monitoring relevant minority language and election community laws, statutes, and activities. Incumbent is responsible for updating and broadly disseminating (marketing) various minority language educational materials.

- Develop and execute annual performance objectives related to the grants program, the Election Management Guidelines Program and the language accessibility program, in consultation with EAC's senior management. Also assist with ensuring that the Division's annual program goals and objectives are met.
- Provide information to the Director of Research, Policy and Programs and to the Director of Grants, for presentations at Commission meetings, conferences, or other official gatherings. Incumbent may also make presentations at these functions.

#### Qualifications:

**MINIMUM QUALIFICATION REQUIREMENTS:** Applicants must possess one year of specialized experience at the next lower qualifying pay band or equivalent grade under the General Schedule (GS-11) or other pay systems. Equivalent experience may be at the level of the lowest GS grade covered by the applicable pay band; however, the experience must demonstrate your ability to apply the knowledge, skills, and abilities (KSAs) to successfully perform the duties of the position being filled.

Examples of creditable specialized experience include:

- Demonstrated experience developing and managing programs for a government agency.
- Demonstrated ability to broker relationships, develop networks and create collaborative relationships with key constituencies and stakeholder groups.
- Extensive technical knowledge of grantsmanship, preferably at the Federal level.
- Extensive technical knowledge of election administration.

Ideally, the applicant will have a Master's degree in political science or public policy or a Master's degree in public administration. Additionally, competitive applicants will have knowledge of minority language communities.

#### How You Will Be Evaluated:

Your application will be evaluated and rated under Category Rating and Selection Procedures. Your application will be reviewed for minimum qualifications and your resume and supporting documentation will be compared to the specialized experiences and the knowledge, skills and abilities listed in the job description.

**Qualified Category-** The applicant will meet the basic qualification requirements of the vacancy announcement and demonstrate proficiency in the critical specialized knowledge, skills and abilities of this position.

**Highly Qualified Category -** The applicant will meet the basic qualification requirements of the vacancy announcement and have successful experience in the same or similar job that demonstrates a specialized experience where they acquired the knowledge, skills and abilities outlined in items 1-5 that are listed below.

In order to perform the duties of the position, the applicant must have had progressively responsible experience and training that has provided an acceptable level of knowledge, skill and ability in the following areas:

1. Knowledge of grant laws and regulations along with grant administration principles, policies and procedures.
2. Knowledge of election administration regulations, statutes, principles, policies and procedures.

3. Knowledge of the essential principles and requirements of successful program and project management.
4. Ability to develop well-written, user-friendly educational materials.
5. Knowledge of state-of-the-art marketing and/or training principles and practices.
6. Ability to develop and provide technical assistance services to grantee and key stakeholder groups.
7. Ability to broker relationships and to work collaboratively with key stakeholders who are identified.
8. Ability to organize, prioritize, plan and execute multiple projects and activities.
9. Ability to exercise sound judgment and discretion.

Narrative Statement: You must address how the first five KSA statements listed above have been met through past experiences. Any experience in the other KSA statements may also be provided in the narrative.

When describing your experiences, you should provide examples and explain how often you have used these skills, the complexity of the knowledge you possess, the level of people with whom you have interacted, the types of programs you have developed or managed, etc.

Failure to address your experiences with KSA statements 1-4 will result in your not being considered for the position. To be considered as highly qualified, applicants must respond to KSA statements 1-5.

#### 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>

Telework / telecommuting may be made available after you have come on board. More info: <http://www.usajobs.gov/jobextrainfo.asp#TELE>

Alternative work schedule options are available.

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.

Under a special program, we may reimburse a part of your Federally insured student loan. Our human resources office can provide additional information on the program.

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:

This job is being filled by an alternative hiring process and is not in the competitive civil service. An employee in a non-temporary position in the competitive service accepting a position with EAC, an excepted service agency, will be taken out of the competitive service while occupying the position. However, tenure as a status employee will not change.

A new employee serving on an excepted service appointment in the Federal civil service, will be required to complete a one- (or two-) year trial period

You must submit all required information, a resume and narrative statement, addressing KSA statements 1-4 by the closing date. To be considered as highly qualified, applicants must respond to KSA statements 1-5. If required materials are not received, your application materials will not be given further consideration.

The materials you send with your application will not be returned.

How To Apply:

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

Send Application Materials to:

Resumes@eac.gov

OR

U.S. Election Assistance Commission  
1201 New York Avenue, NW, Suite 300  
Washington, DC 20005

OR

Fax: 202-566-0010

Submit a narrative statement responding to KSA statements 1 - 4 identified in the announcement. This information will be used to determine your eligibility and rating. To be considered as highly qualified, applicants must respond to KSA statements 1-5.

Contact Information:

Sheila Banks  
Phone: 202-566-3100  
Fax: 202-566-0010

Agency Information:  
U.S. Election Assistance Commission  
1225 New York Avenue. NW  
Suite 1100  
Washington, DC 20005  
United States  
Fax: 202-566-0010

What To Expect Next:

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. You will be notified of the outcome.

EEO Policy Statement: <http://www.usajobs.gov/eo>

Reasonable Accommodation Policy Statement: <http://www.usajobs.gov/raps>

Veterans Information: <http://www.usajobs.gov/vi>

Legal and Regulatory Guidance: <http://www.usajobs.gov/lrg>



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