

Executive Director

[Election Assistance Commission](#)

Overview

Open & closing dates

Opening and closing dates 10/28/2019 to 11/28/2019

Pay scale & grade

AD 00

Appointment type

Term - Not to Exceed 4 years.

Service

Excepted

Salary

\$156,000 to \$156,000 per year

Work schedule

Full-Time

This job is open to

The public

U.S. citizens, nationals or those who owe allegiance to the U.S.

Announcement number

EAC-10639692-20-CB

Control number

549885100

Locations

1 vacancy in the following location:

Silver Spring, MD

Relocation expenses reimbursed

No

Telework eligible

Yes as determined by agency policy

Duties

Summary

The incumbent serves as the Executive Director of the U.S. Election Assistance Commission (EAC).

Responsibilities

As such, the position serves as a senior official in a line capacity that is responsible for overseeing the direction and operation of the agency, including the services of supporting Federal agencies (i.e., GSA, NARA, SAC, etc.). Exercises wide latitude with directing agency goals and resources to achieve desired results. Reporting to this position are senior EAC managers with expertise in their areas of responsibility.

Major Duties

- Provides leadership in the development and implementation of strategies, programs, policies, decisions, and other actions adopted by Commissioners.
- Evaluates the performance of subordinate managers against performance plans, budgets and EAC goals; performs other administrative functions as may be delegated under the Commission's authority and EAC policies.
- Directs the preparation of recommendations, reports, and other materials for Commissioners, Advisory Boards, and public meeting.
- Develops and prepares written and oral materials, for presentations to congressional, legislative and public/private policy groups, Commissioners, advisory boards, and EAC staff.
- Encourages an environment that fosters equal employment opportunity (EEO) goals, and the responsibilities outlined in the organization's affirmative action plan. Ensures equality in selections, training, promotions, details, discipline, and awards.
- Other duties as assigned.

Travel Required

25% or less - You may be expected to travel for this position.

Supervisory status

Yes

Promotion Potential

None

Job family (Series)

[0301 Miscellaneous Administration And Program](#)

<https://www.usajobs.gov/Search/?q=0301>

Requirements

Conditions Of Employment

Must be a US Citizen.

Candidates must meet all qualifications prior to the closing date of this announcement.

Qualifications

General Competencies Required

- **Interpersonal Effectiveness:** Skill in responding appropriately to diverse groups and individuals in a variety of challenging situations. Demonstrates the ability to be tactful and to treat others with respect. Skill in developing networks, achieving cooperation, and collaborating with others when appropriate.
- **Influencing/Negotiating:** Skill in influencing others to accept and implement recommendations and in building consensus. Ability to effectively resolve significant or controversial issues.
- **Written and Oral Communication:** Demonstrates ability to clearly, succinctly and convincingly express facts and ideas both in writing and orally. Skill in listening and appropriately responding to the ideas, points of view, or concerns of others.
- **External Awareness:** Skill in identifying and keeping abreast of legislation, policies and economic, political, and social trends that affect the EAC.

Technical Competencies Required

- Executive level skill in long range planning and for acquisition, physical and financial resources, and policy and strategic development.
- Comprehensive knowledge of applicable laws, regulations, legal decisions, and precedent cases pertinent to the EAC mission.
- Comprehensive knowledge of HAVA and other election laws, regulations, and legal decisions pertinent to the EAC mission. Experience in the administration, management, or legal oversight of elections.
- Experience in the operation and management of personnel in an office, department, division, or other program.
- Knowledge of the operations of the U.S. Congress and the various oversight committees with an interaction with the EAC, Knowledge and experience interacting with governing bodies regarding elections, including the U.S. Congress, state legislatures, or city/county council, or interacting with or facilitating bipartisan election boards.
- Ability to determine the impact of advances in technology, and to keep up-to-date with relevant social, political, economic and technological developments.
- Ability to effectively defend policies, programs, decisions, or points of view in the face of heavy criticism in unstructured settings.
- Skill in establishing and maintaining effective working relationships with media representatives, special interest groups, and a variety of individuals and groups, some of whom have opposing views or conflicting interests.

Leadership Competencies Required

- Skill in leading staff to interact as a team, focused on cooperating with one another and with the entire EAC staff to accomplish team goals and initiatives. Ability to plan, assign, and appraise work products to assure high levels of performance.
- Business acumen skills to acquire and administer human, financial, material, and information resources to accomplish the organization's mission, support program objectives, and promote the strategic vision.
- Skill in building coalitions and in communicating to explain, advocate and negotiate with individual and groups internally and externally. Ability to develop an expansive professional network with other organizations, to represent and speak for the Agency and organization, and to gain understanding and support from higher level management.
- Ability to establish program/policy goals and the structure and processes necessary to implement the organization's strategic vision and mission, to ensure that programs and policies are being implemented and adjusted as necessary, that the appropriate results are being achieved, and that a process for continually assessing the quality of the program activities is in place.
- Knowledge of basic human resource management programs, rules, policies, and procedures to effectively carry out responsibilities such as interviewing and recommending selections, developing performance standards and appraising performance, identifying training needs and arranging for appropriate training for staff, resolving grievances and complaints, effectively managing disciplinary issues, and handling a variety of other human resource management responsibilities.

Education

No Positive Education Requirement. Bachelor's Degree preferred.

Additional information

You must submit all required information by the closing date. If materials are not received, your application will be evaluated solely on the information available and you may not receive full consideration or may not be considered eligible. The materials you send with your application will not be returned.

Send only those materials needed to evaluate your application.

If you use public transportation, part of your transportation costs may be subsidized.

How You Will Be Evaluated

- Executive level skill in long range planning and for acquisition, physical and financial resources, and policy and strategic development.
- In-depth knowledge of the workings of the United States Congress and its various committees including protocol, policies and procedures applicable when dealing with staff members. Ability to stay abreast of EAC policies and issues; historic and current proposed policies; and plans and programs sufficient to allow the employee to recognize the sensitivity of topical inquiries received.
- Comprehensive knowledge of technical and program management requirements associated with acquisition, in-service support, and modernization programs.
- Ability to determine the impact of advances in technology, and to keep up-to-date with relevant social, political, economic and technological developments.
- Ability to effectively defend policies, programs, decisions, or points of view in the face of heavy criticism in unstructured settings.
- Skill in establishing and maintaining effective working relationships with media representatives, special interest groups, and a variety of individuals and groups, some of whom have opposing views or conflicting interests.
- Skill in leading staff to interact as a team, focused on cooperating with one another and with the entire EAC staff to accomplish team goals and initiatives. Ability to plan, assign, and appraise work products to assure high levels of performance.
- Business acumen skills to acquire and administer human, financial, material, and information resources to accomplish the organization's mission, support program objectives, and promote the strategic vision.
- Skill in building coalitions and in communicating to explain, advocate and negotiate with individual and groups internally and externally. Ability to develop an expansive professional network with other organizations, to represent and speak for the Agency and organization, and to gain understanding and support from higher level management.
- Ability to establish program/policy goals and the structure and processes necessary to implement the organization's strategic vision and mission, to ensure that programs and policies are being implemented and adjusted as necessary, that the appropriate results are being achieved, and that a process for continually assessing the quality of the program activities is in place.
- Knowledge of basic human resource management programs, rules, policies, and procedures to effectively carry out responsibilities such as interviewing and recommending selections, developing performance standards and appraising performance, identifying training needs and arranging for appropriate training for staff, resolving grievances and complaints, effectively managing disciplinary issues, and handling a variety of other human resource management responsibilities.

Background checks and security clearance

Security clearance

[Top Secret](#) <https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>

Drug test required

No

Required Documents

Required documents include a resume and the supporting documents as described in the "How to Apply Instructions" section of this announcement.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](#) <http://www.ed.gov/admins/finaid/accred/>.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

Benefits

<https://www.opm.gov/retirement-services/newprospective-employees/>

How to Apply

A complete application package must be received by the closing date of the announcement and must include the following:

1. Resume;
2. For current or former federal employees, you must submit a copy of your most recent Notification of Personnel Action (SF50), documenting your position, title, series, grade and eligibility; and
3. A copy of your most recent performance appraisal. If you do not have a recent performance appraisal, please explain why you do not have one.

Agency contact information	
Cortliss Jackson Cortliss Jackson	
Phone	Address
202-853-4780 /tel:202-853-4780	US Election Assistance Commission 1335 East West Hwy Suite 4300 Silver Spring, MD 20910 US
Email	
Resumes@eac.gov /mailto:Resumes@eac.gov	
Learn more about this agency	
#agency-social-tragedy	
The United States Election Assistance Commission (EAC) was established by the Help America Vote Act of 2002 (HAVA). The agency is charged with developing guidance to meet HAVA requirements, adopting voluntary voting system guidelines, accrediting testing laboratories, certifying voting systems, maintaining the national mail voter registration form, auditing the use of HAVA funds, and serving as a national clearinghouse of information about election administration. Four commissioners, appointed by the president and confirmed by the U.S. Senate, are responsible for setting policy and assuring the mission of the EAC is carried out. The Commissioners appoint an Executive Director to oversee the Commission's day-to-day operations.	

Next steps

Your application materials will be reviewed and if an interview is deemed appropriate, you will be contacted with further information.

Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](#) http://www.eeoc.gov/teec/internal_eeo/index.cfm

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.
- [Disability Employment - Reasonable Accommodations](#) <https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>
- [How to contact an agency](#) <https://www.usajobs.gov/Help/how-to/apply/contact/agency/contact/>

Legal and regulatory guidance

[Financial suitability](#)
<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>

[Social security number request](#)
<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>

[Privacy Act](#)
<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>

[Signature & False statements](#)
<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>

[Selective Service](#)
<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>

[New employee probationary period](#)
<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>