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Executive Office US Attorneys & Office of US Attorneys

Department: Department Of Justice
Agency: US Attorneys, Executive Office of US Attorneys
Job Announcement Number:
09-SES-EOUSA-001

Overview

DETAILED VERSION

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Deputy Director for Administration and Management

Salary Range: 117,787.00 - 177,000.00
 USD /year

Series & Grade: ES-0301-00/00

Promotion Potential: 00

Open Period: Monday, June 08, 2009
 to Monday, July 06, 2009

Position Information: Full-Time Perm

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

Who May Be Considered:

Applications will be accepted from all groups of qualified individuals.

Job Summary:

The Executive Office for United States Attorneys (EOUSA) was rated in the top 16 of 246 agencies and deemed one of the best places to work in the federal government. EOUSA is a fast-paced component of the Department of Justice and is responsible for providing a full-range of administrative and legal advice and services to the 94 United States Attorneys Offices (USAO) throughout the United States, Guam, Puerto Rico, and the Virgin Islands. If you are looking for an exciting and challenging career, this is the position for you!

Duties

Major Duties:

The Deputy Director for Administration and Management manages administrative support service nearly 12,000 United States Attorney office employees in over 250 offices nationwide. The candidate selected for this position will manage a wide range of administrative programs including personnel budget and finance; security; facilities; procurement; litigative support; office automation; record management, and telecommunications. In addition, the Deputy Director coordinates efforts with Department of Justice components, other Executive Branch agencies, and the U.S. Court System position reports directly to the Principal Deputy Director of the Executive Office for United States Attorneys.

Qualifications and Evaluation

Qualifications:

Qualifications include both general management skills and characteristics that are applicable to a

positions AND technical or program responsibilities specific to this position. Applicants must have substantive general experience which provides sound basic or general knowledge of the principle: organization leadership, management, and administration to carry out the assignments of the po

You must clearly reflect in your application (resume and/or executive core qualifications) that you possess the requisite experience, knowledge, skills and ability to perform the duties of the positio well as the Technical Qualifications listed below, and have successfully performed these responsit the GS-15 level, or equivalent.

You must be a U.S. citizen to qualify for this position.

Selectee must pass a drug test by urinalysis prior to appointment.

Employment is contingent upon the satisfactory completion of a background investigation adjudic the Department of Justice.

Travel: The position requires travel, primarily within the United States.

How You Will Be Evaluated:

MANDATORY TECHNICAL QUALIFICATIONS: The following qualifications are essential for successful performance in the position and are mandatory unless otherwise specified.

1. Experience in dealing successfully with high level officials within and outside government and representing the organization to Congress, other agencies, industry leaders, and senior officials.
2. Managerial or other practical involvement in the design, implementation, integration, operation monitoring and evaluation of administrative management and related systems.

EXECUTIVE CORE QUALIFICATIONS: All applicants must submit written narrative statements (narrative or bullet format acceptable) describing accomplishments that would satisfy the ECQs. must address each ECQ separately. You are required to respond to all ECQs. If you fail to do so will be rated as 'ineligible.' Additional information on the ECQs is available at www.opm.gov/ses/recruitment/ecq.asp. Each accomplishment should be c concise, and emphasize your level of responsibilities, the scope and complexity of programs man. and results of your actions. Please limit your written statements to **one page** per ECQ. You mu provide the names, e-mail addresses, and telephone numbers of responsible individuals who can the information provided for each ECQ.

1. LEADING CHANGE--This core qualification encompasses the ability to develop and implemen organizational vision that integrates key national and program goals, priorities, values, and other Inherent to it is the ability to balance change and continuity--to continually strive to improve cus and program performance within the basic Government framework, to create a work environmen encourages creative thinking, and to maintain focus, intensity and persistence even under advers

Key Characteristics--

(a) Exercising leadership and motivating managers to incorporate vision, strategic planning, and elements of quality management into the full range of the organization's activities; encouraging c thinking and innovation; influencing others toward a spirit of service; designing and implementing cutting edge programs/processes.

(b) Identifying and integrating key issues affecting the organization, including political, economic technical, and administrative factors.

(c) Understanding the roles and relationships of the components of the national policy making an implementation process, including the President, political appointees, Congress, the judiciary, sta local governments, and interest groups; and formulating effective strategies to balance those int consistent with the business of the organization.

(d) Being open to change and new information; adapting behavior and work methods in response information, changing conditions, or unexpected obstacles; adjusting rapidly to new situations warranting attention and resolution.

(e) Displaying a high level of initiative, effort, and commitment to public service; being proactive achievement-oriented; being self-motivated; pursuing self-development; seeking feedback from and opportunities to master new knowledge.

(f) Dealing effectively with pressure; maintaining focus and intensity and remaining persistent, even under adversity; recovering quickly from setbacks.

2. LEADING PEOPLE—This core qualification involves the ability to lead people toward meeting organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

Key Characteristics

(a) Providing leadership in setting the workforce's expected performance levels commensurate with organization's strategic objectives; inspiring, motivating, and guiding others toward goal accomplishment; empowering people by sharing power and authority.

(b) Promoting quality through effective use of the organization's performance management system (establishing performance standards, appraising staff accomplishments using the developed standards and taking action to reward, counsel, or remove employees, as appropriate).

(c) Valuing cultural diversity and other differences; fostering an environment where people who are culturally diverse can work together cooperatively and effectively in achieving organizational goals.

(d) Assessing employees' unique developmental needs and providing developmental opportunities to maximize employees' capabilities and contribute to the achievement of organizational goals; providing leadership in others through coaching and mentoring.

(e) Fostering commitment, team spirit, pride, trust, and group identity; taking steps to prevent situations that could result in unpleasant confrontations.

(f) Resolving conflicts in a positive and constructive manner; this includes promoting labor/management partnerships and dealing effectively with employee relations matters, attending to morale and organizational climate issues, handling administrative, labor management, and EEO issues, and taking disciplinary actions when other means have not been successful.

3. RESULTS DRIVEN--This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.

Key Characteristics

(a) Understanding and appropriately applying procedures, requirements, regulations, and policies to specialized expertise; understanding linkages between administrative competencies and mission needs; keeping current on issues, practices, and procedures in technical areas.

(b) Stressing results by formulating strategic program plans that assess policy/program feasibility and include realistic short- and long-term goals and objectives.

(c) Exercising good judgment in structuring and organizing work and setting priorities; balancing interests of clients and readily readjusting priorities to respond to customer demands.

(d) Anticipating and identifying, diagnosing, and consulting on potential or actual problem areas related to program implementation and goal achievement; selecting from alternative courses of corrective action, and taking action from developed contingency plans.

(e) Setting program standards; holding self and others accountable for achieving these standards; and decisively modifying them to promote customer service and/or the quality of programs and policies.

(f) Identifying opportunities to develop and market new products and services within or outside c organization; taking risks to pursue a recognized benefit or advantage.

4. BUSINESS ACUMEN--This core qualification involves the ability to acquire and administer hu financial, material and information resources in a manner which instills public trust and accomplis organization's mission, and to use new technology to enhance decision-making.

Key Characteristics-

(a) Assessing current and future staffing needs based on organizational goals and budget realitie: Applying merit principles to develop, select, and manage a diverse workforce.

(b) Overseeing the allocation of financial resources; identifying cost-effective approaches; establi and assuring the use of internal controls for financial systems.

(c) Participating in the development of budgets for components under his/her control, including p and justifying a budget and operating the budget under organizational and Congressional procedt understanding the marketing expertise necessary to ensure appropriate funding levels.

(d) Overseeing procurement and contracting procedures and processes for managed components

(e) Integrating and coordinating logistical operations for managed components.

(f) Ensuring the efficient and cost-effective development and utilization of management informati systems and other technological resources that meet the organization's needs; understanding the of technological changes on the organization.

5. BUILDING COALITIONS/COMMUNICATION--This core qualification involves the ability to advocate and express facts and ideas in a convincing manner, and negotiate with individuals and internally and externally. It also involves the ability to develop an expansive professional network other organizations, and to identify the internal and external politics that impact the work of the organization.

Key Characteristics-

(a) Representing and speaking for the organizational unit and its work (e.g., presenting, explaini selling, defending, and negotiating) to those within and outside the office (e.g., agency heads an Government executives; corporate executives; Office of Management and Budget officials; Congr members and staff; the media; clientele and professional groups); making clear and convincing c presentations to individuals and groups; listening effectively and clarifying information; facilitatin open exchange of ideas.

(b) Establishing and maintaining working relationships with internal organizational units (e.g., oth program areas and staff support functions); approaching each problem situation with a clear perc of organizational and political reality; using contacts to build and strengthen internal support and getting understanding and support from higher level management.

(c) Developing and enhancing alliances with external groups (e.g., other agencies or firms, state local governments, Congress, and clientele groups); engaging in cross-functional activities; findir common ground with a widening range of stakeholders.

(d) Working in groups and teams; conducting briefings and other meetings; gaining cooperation i others to obtain information and accomplish goals; facilitating 'win-win' situations.

(e) Considering and responding appropriately to the needs, feelings and capabilities of different p different situations; being tactful and treating others with respect.

(f) Seeing that reports, memoranda and other documents reflect the position and work of the organization in a clear, convincing, and organized manner.

BASIS OF RATING:

Candidates will be rated on the basis of meeting the qualifications criteria stated. Only candidate have demonstrated their meeting all of the executive core qualifications will be deemed eligible for further consideration. In determining the degree to which candidates possess the required know skills, and abilities, the rating panel will consider related experience, education, training, awards, appraisals, and professional references.

Benefits and Other Information**Benefits:**

Salary for SES jobs will vary depending on your qualifications and locality pay rates. Although the rate for this position will be a matter for negotiation, the policy of the Department is to generally SES employees in the range between ES-01 and ES-04.

A relocation or recruitment incentive may be considered in accordance with OPM regulations.

CONDITIONS OF EMPLOYMENT: The Executive Core Qualifications of a selectee who is not a current or former career SES employee must be approved by OPM before appointment. In addition, individuals entering the SES career service for the first time are subject to a one-year probationary period.

Other Information:

The managerial qualifications of a selectee who is not a current or former Senior Executive Service employee, must be approved by the Office of Personnel Management (OPM) before appointment.

Current SES Career appointees, SES Reinstatement Eligibles, and Certified Graduates of an OPM approved SES Candidate Development Program are encouraged but not required to submit a narrative response addressing the Executive Core Qualifications.

How to Apply**How To Apply:**

You must submit your application so that it will be received by 11:59pm on the closing date of the announcement. Applications submitted using government postage or internal federal government mail systems will not be considered. Please note - mail coming through the U.S. Postal Service will be delayed due to security screening, faxing your application to our dedicated faxed number is encouraged. If sending your application by fax, please send only one (1) application. Applicants will not be called to verify receipt of faxed applications, your fax confirmation is your receipt.

Submit an ORIGINAL AND 3 COPIES of all documents to:

By US Mail, Hand or Express Delivery to: Nardia Bennett, Department of Justice, HR Division, 1000 E Street, NW, Ste. 8300, Washington, DC 20530; or by FAX (202) 514-7463.

E-mail materials will not be accepted.

Application materials will not be returned.

Applications may not be mailed using government postage and/or internal federal government mail systems.

Applicants must include the following documents:

(1) A report of relevant work experience: Applicants are encouraged to apply using a resume. R

should contain, at a minimum, the information described in OPM pamphlet OF-510, Apply for a Federal Job.

(2) A separate supplementary statement addressing each of the Executive Core Qualifications and Mandatory Technical Qualifications listed above.

Those who do not submit the statement may not receive full consideration. More details can be found at the following link: <http://www.opm.gov/ses/pdf/SESGUIDE2.pdf>.

PERSONAL INFORMATION:

- _ Full name, mailing address, and day and evening phone numbers including area codes.
- _ Social Security Number
- _ Reinstatement eligibility (attach a copy of your SF-50 as proof of status)
- _ Highest Federal grade held, job series and length of time served at that grade.

EDUCATION:

- _ Names of high school attended, city, state, and zip code, date of diploma or GED.
- _ Name of college and university attended, city, state, and zip code.
- _ Majors, type and years of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours).

WORK EXPERIENCE:

Give the following information for paid and unpaid work experience related to the job for which you are applying (do not send job descriptions):

- _ Job title (include series and grade if a federal job)
- _ Duties and accomplishments
- _ Employer's name and address and supervisor's name and phone number (indicate if we may contact your current supervisor)
- _ Starting and ending dates (month and year), hours per week, and salary.

OTHER QUALIFICATIONS:

- _ Job related training courses (title and year)
- _ Job-related skills, e.g. other languages, computer hardware/software, etc.
- _ Job-related honors, awards, and special accomplishments, e.g. publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (include dates, but do not send documents unless requested).

OTHER DOCUMENTATION:

- _ A copy of the latest Notification of Personnel Action (SF-50) showing proof of career or career-conditional status or reinstatement eligibility, and the highest grade or highest promotion potential position held on a career or career-conditional basis (current federal employees and those eligible for reinstatement).
- _ A copy of a performance appraisal issued within the last 12 months (current Federally-employed applicants only).

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) and a copy of your most recent Performance Appraisal.

Contact Information:

Nardia Bennett
Phone: 202-514-5344
Fax: 202-514-7463
TDD: 202-616-7888
Email: Nardia.Bennett@usdoj.gov

Or write:
Department Of Justice, U.S. Attorneys Office
600 E Street, NW
Suite 8300
Washington, DC 20530
Fax: 202-514-7463

What To Expect Next:

Applicants will be notified once a final decision has been made. Application materials will not be r

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 ot non-merit factor.

Reasonable Accommodation Policy Statement

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

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