



Vacancy Information

Announcement Number: CNS-15-007

Position Title: Deputy Chief, National Service Trust Operations

Open Period: 04/14/2015 – 04/28/2015

Pay Plan, Series, and Band: NY-0501-04

Annual Salary: \$107,325 to \$115,000 per Annum

Office and Duty Location: Office of the Chief Financial Officer
Office of Financial and Accounting
National Service Trust Operations
Washington, DC

Announcement Open to: Current Corporation Employees on Permanent
(General) Appointments Only

Relocation: Relocation expenses will not be paid.

Position Information: Full-time, General Appointment

Duties and Responsibilities:

The Deputy Chief, National Service Trust Operations Branch, reports directly to the Chief, National Service Trust Operations Branch. The Deputy Chief assists the Chief with day to day operations of the Trust. The Deputy Chief manages aspects of the National Service Trust and is responsible for assessing customer needs and resolving problems or satisfying expectations. The incumbent serves as a subject Matter Expert (SME) and may backup team members in one or more areas related to the administration and management of the Trust.

QUALIFICATION REQUIREMENTS:

Applicants must have one year of specialized experience (paid, unpaid, or volunteer work) comparable in scope and responsibility to work at NY-03 level. Specialized experience is that which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position, and that is typically in or related to the work of the position to be filled. Examples of specialized experience include: **1)** managing Change Requests created within the National Service Trust; **2)** providing training, guidance and technical assistance to Trust customers on compliance with and the use of the Segal

Education Award; **3)** providing guidance and advice on significant problem areas as well as coordinating and negotiating the resolution of these problems; **4)** preparing, evaluating, analyzing, presenting, and interpreting data.

PLEASE NOTE: Qualifying experience must be clearly documented in your resume.

JOB SPECIFIC NARRATIVES

(Please limit your responses to 500 words or less per narrative)

All responses should be behavioral based, utilizing the STAR (Situation, Task, Action, and Result) methodology.

1. How would you describe your ability to lead people towards meeting the organization's vision, mission and goals? This would include your thoughts on providing an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
2. How would you describe your ability to build coalitions internally and with other federal agencies and organizations to achieve the goals of the National Service Trust and CNCS
3. How would you describe your ability to bring about strategic change within and outside of CNCS that would meet organizational goals?
4. How would you describe your ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of CNCS programs and policies?
5. How would you describe your ability to administer material and information resources in a manner that instills public trust and assures the use of internal controls for financial systems?

BASIS OF RATING

Your rating will be evaluated based on your resume and responses to the Job Specific Narrative identified above. We will place you in one of three categories described below:

- 1 - Qualified Category = Meets the minimum qualifications as described in the Minimum Qualification Requirements section of this announcement.
- 2 - Well Qualified Category = Meets the Minimum Qualification Requirements and demonstrates proficiency in specific job specific narrative based upon a panel review by subject-matter experts.
- 3 - Best Qualified Category = Meets the Minimum Qualification requirements and excels on specific job specific narrative based upon a panel review by subject-matter experts.

HOW TO APPLY

Completed applications **must be received** by 11:59 p.m. April 28, 2015. Applications and all supporting documents should be sent to: Corporation for National Community Service, Office of Human Capital, 1201 New York Avenue, NW, attn: Loretta Asafiev, Room

10711B, Washington, DC 20525 or email to: lasafiev@cns.gov. For additional information regarding this position, please email lasafiev@cns.gov or call 202-606-6748.

Once your complete application is received, we will conduct an evaluation of your qualifications and determine your ranking, if appropriate. Incomplete applications will not be considered. The most highly qualified candidates will be referred to the selecting official for further consideration and possible interview. You will be notified of the final outcome.

AFFIRMATIVE RECRUITMENT

The Corporation for National and Community Service conducts its recruitment program to identify highly qualified individuals from all segments of society. Minorities, women, veterans, and persons with disabilities are encouraged to apply. Selection decisions are made without regard to race, color, creed, national origin, sex, age, religion, sexual orientation, disability, or marital status.

REASONABLE ACCOMMODATION

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Office of Human Capital. The decision on granting reasonable accommodation will be made on a case-by-case basis.

PRIVACY ACT STATEMENT

As part of your application package, the Corporation for National and Community Service (Corporation) is requesting information that is subject to the Privacy Act of 1974 (P.L. 93-579; 5 USC 552a).

We evaluate applicants for Federal jobs under the authority of Title 5 of the United States Code. We need the requested information to determine the extent to which your education and work skills qualify you for a Federal job. We also require information on other related matters such as citizenship and military service in order to determine your eligibility to work for the Federal government.

Pursuant to Public Law 104-134, we are requesting your Social Security Number (SSN) to properly identify your records, as other individuals may have the same name and birth date. The Corporation may also use your SSN to make requests for information about you from current or former employers, schools, banks, and others who know you. We may also confirm information from your records with prospective employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation, as shown on personnel action forms. Providing us with your SSN or any of the other requested information is voluntary. However, without this information, we cannot process your employment application, which is essential for you to be considered for employment with the Corporation.