



Vacancy Information

Announcement Number: CNS-14-049

Position Title: Chief of Program Operations

Open Period: Monday, May 12, 2014 to Tuesday, May 27, 2014

Pay Plan, Series, and Band: NX-0301-02

Annual Salary: \$162,500 – \$167,000 per Annum

Office and Duty Location: Department of the CEO, Washington, D.C.

Announcement is Open to: Current, Permanent (or status) CNCS Employees Only

Relocation: Relocation expenses will not be paid.

Position Information: Full-time, General Appointment

Duties and Responsibilities:

Oversees and provides overall executive leadership in integrating plans and operations in support of the CNCS strategic goals and programs – including but not limited to AmeriCorps, Senior Corps, the Social Innovation Fund, and the Volunteer Generation Fund – to maximize their impact on agency priorities.

Coordinates CNCS programs to ensure alignment around the strategic focus areas outlined in the Serve America Act and the 5-year strategic plan, including but not limited to education, veterans and military families, and disaster services.

Responsible for initiating grant competitions and managing the agency pre-award grant process, including grant planning, application solicitation and application review. In this role, the CPO will assume coordination of program announcements within and across programs and provide leadership and direction to the Office of Grants Policy and Operations.

Oversees the agency field structure and has responsibility for the Office of Field Liaison, including staff in 43 states, the District of Columbia, and Puerto Rico.

Responsible for all human resource actions and activities for the organization.

QUALIFICATION REQUIREMENTS

PLEASE NOTE: As a basic requirement, your resume must clearly demonstrate progressively responsible leadership experience that validates executive level managerial capabilities in a job or combination of functions related to this position. Typically, experience of this nature will have been gained at, or above, the GS-15 level in the Federal service, the NX-01 pay band at CNCS, or in an equivalent position in the private sector. In addition you should have significant experience establishing/developing policy and setting strategic goals for an organization.

The application process used to recruit for this position is RESUME ONLY. DO NOT address the Technical Qualifications (TQs) and Executive Core Qualifications (ECQs) separately.

To meet the minimum qualification requirement for this position, you must show in your resume that you possess the five ECQ's and the TQ's listed below.

Your resume should emphasize your level of responsibilities, the scope and complexity of the programs managed, and your program accomplishments, including the results of your actions.

You can view a sample five-page resume that incorporates ECQ's and TQ's at this link:
http://www.opm.gov/ses/references/GuidetoSESQuals_2010.pdf.

Mandatory Technical Qualifications (TQ):

Experience managing a large, multi-faceted organization whose operations has nationwide impact on community service programs and projects.

Executive Core Qualifications (ECQ's):

ECQ1-LEADING CHANGE. This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

ECQ 2-LEADING PEOPLE. This core qualification involves the ability to lead people toward meeting the 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.

ECQ3-RESULTS DRIVEN. This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

ECQ 4-BUSINESS ACUMEN. This core qualification involves the ability to manage human, financial, and information resources strategically.

ECQ 5-BUILDING COALITIONS. This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Additional information on the Executive Core Qualifications is available at <http://www.opm.gov/ses/recruitment/qualify.asp>.

BASIS OF RATING

We will review your application to ensure you meet the basic job requirements. If you meet the basic requirements, your resume will be evaluated by a rating and ranking panel on the quality and extent of your total accomplishments, experience, and education. Highly qualified candidates may undergo an interview and a reference check.

REQUIRED DOCUMENTS

Resume showing relevant experience and addressing the ECQs and TQs (cover letter optional).

HOW TO APPLY

Please email your resume and cover letter to ccooper@cns.gov. Your completed application must be received by 11:59 PM on **Tuesday, May 27, 2014**. Incomplete applications will not be considered. You will be notified of the final outcome by email.

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 (CNCS) 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. CNCS 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 CNCS.