



Vacancy Information

Announcement Number: CNS-14-059

Position Title: Deputy Director, AmeriCorps VISTA

Open Period: Monday, June 9, 2014 to Monday, June 23, 2014

Pay Plan, Series, and Band: NX-0301-01

Annual Salary: \$106,263 – \$130,000 per Annum

Office and Duty Location: Department of the CEO, AmeriCorps VISTA,
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:

Serves as principal advisor to the Director concerning operational matters, to include existing or proposed legislation. Ensures that the AmeriCorps VISTA mission objectives are met in accordance with appropriate laws, rules, and regulations.

Serves as a full Deputy to the Director and as such, is authorized to act in the absence of the Director.

Oversees the development, coordination, implementation and monitoring of AmeriCorps VISTA strategic plans and annual objectives. Ensures that annual operating plans and budget support the organization's long-term strategy.

Directs the human capital and general management activities for the organization. Monitors and evaluates progress toward achieving goals and makes necessary adjustments in the direction of the affairs of the organization.

Ensures that proper mechanisms exist to promote internal accountability and program efficiency.

Represents the Director at conferences and negotiations with internal and external organizations, e.g., the Office of Management and Budget (OMB), congressional committees, and other Federal agencies or groups, on critical matters relating to management and policy matters with authority to speak for the Director on all program related matters.

Provides leadership in the development and preparation of annual reports and budget justifications, and responses to congressional inquiries and other responses to requests for information.

QUALIFICATION REQUIREMENTS

Applicants must have one year of specialized experience comparable in scope and responsibility to at least the upper range of the NY-03 pay band, which would be at or equivalent to, the GS-13 level in the Federal Service. 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. **Specialized experience includes supervisor or leading a staff and overseeing day-to-day operations (administrative, budget, human resources, etc.) of an office/organization.**

PLEASE NOTE: Experience must be clearly documented in your resume or other application documentation.

JOB SPECIFIC NARRATIVES

(You are required to provide a written submission of your response to each narrative in no more than 500 words per narrative.)

1. Please describe why you want this job and what about your experience is relevant to it.
2. Summarize your experience leading staff (whether as a supervisor, team leader, or manager of a work group). Describe a challenge you faced leading staff and how you successfully addressed it.
3. Describe your experience managing and evaluating activities across and between administrative components in support of overall organization management.
4. Describe your experience formulating, reviewing and/or executing program and project budgets.
5. Describe your experience with federal budgeting and federal procurement processes.

HOW TO APPLY

Please submit the following:

- Cover Letter (Optional)
- Resume (Required)
- Narrative Responses (Required)

Your complete application package must be emailed to ccooper@cns.gov, and received by 11:59 p.m. on **Monday, June 23, 2014**. Incomplete applications will not be considered.

For additional information regarding this position, please call Crystal Cooper on (202) 606-7532.

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 (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.