



VACANCY ANNOUNCEMENT

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET

SENIOR EXECUTIVE SERVICE

ISSUE DATE: May 14, 2008
CLOSING DATE: May 28, 2008

ANNOUNCEMENT NUMBER
OMB-08-54-SR

Title, Series & Grade:
Deputy Administrator for E-Gov
ES-301
(\$114,468 - \$172,200)

Vacancy Location:
Office of Management and Budget
Office of E-Government and Information
Technology
Washington, DC 20503

* **The maximum salary limit is based on OPM's approval of OMB's certification of the SES Performance Appraisal System(PAS). If OPM has not approved the SES PAS by the appointment date, the maximum salary limit is limited to \$158,500.**

AREA OF CONSIDERATION: **All qualified persons.** This position has been designated as a Senior Executive Service (SES) position. If not already a member of the SES serving under a career appointment, the individual selected must have his/her executive qualifications certified by a Qualifications Review Board of the Office of Personnel Management before appointment to this position, and will be required to serve a one-year probationary period in this position. The actual salary will be set by determining the appropriate SES level for the person selected. For more information regarding the SES, go to www.opm.gov/ses.

PLEASE NOTE: **To ensure safe and timely receipt of your application, we encourage applicants to submit an electronic application to EOPJOBS@OA.EOP.GOV or fax it to (202)395-1194/1262. We cannot guarantee that applications mailed will be received by the closing date of this announcement.**

DUTIES: The incumbent of this position serves as the Deputy Administrator (DA) and reports directly to the Administrator, Office of E-Government and Information Technology, Office of Management and Budget (OMB). The primary purpose of the Office is to plan and implement the federal government's electronic government (E-Gov) strategies and priorities, develop information technology (IT) policies, and ensure the successful delivery of services on a government wide basis.

The DA, along with the Administrator, is responsible for providing leadership and direction in the formulation, development and execution of the federal government's IT management program in accordance with statutory mandates (e.g. E-Government Act of 2002, Federal Information Security Management Act of 2002, Clinger-Cohen Act of 1996, etc.) and OMB policy. The DA, in coordination with the Administrator, outlines the priorities for the Office and government as whole to support the strategic use of IT investments and policy guidance in support of the government's programs and activities, whose results are assessed on the achievement of those goals and objectives.

Fosters high quality OMB coordination with and use of the Chief Information Officers Council and other relevant interagency groups. Works with Chief Information Officers and other agency executives to further implementation of cross-agency initiatives (e.g., E-Gov Initiatives, Lines of Business Initiatives) and to ensure compliance with relevant guidance and policy.

Serves as an advisor to the Administrators of both the Office of E-Gov and IT and the Office of Information and Regulatory Affairs (OIRA) on policy aspects of information and information technology management. Works with the Administrator and Deputy Administrator of the OIRA to ensure cross-agency initiatives (e.g., E-Gov,, Lines of Business Initiatives) are implemented in a manner consistent with relevant policies and guidance. Additional areas of management focus include cyber security, privacy, the Federal Enterprise Architecture, data/information standards, and oversight of special projects as they arise.

Manages, maintains, and develops a staff of professional, support, and temporary agency personnel. Exercises broad executive management authority which affects the direction of the government wide processes that has direct impact on accomplishing strategic and long range federal government's goals.

Represents the Administration's and OMB's views on E-Government and IT issues to Congressional, state and local, academic, and private sector groups. Oversees production of various Congressionally-mandated reports and interfaces with press and media organizations.

QUALIFICATIONS REQUIREMENTS: You must submit a separate narrative statement that addresses each of the Mandatory Professional/Technical related to this position as well as the Executive Core Qualifications (ECQs) related to all positions in the Senior Executive Service. Your narrative statements should include specific examples of experience, education, and accomplishments applicable to the qualification. Structure your statements in terms of the action taken, the context or environment in which the action was taken, and the outcome or results from such actions. You should write each statement with the vacancy in mind as all qualifications are directly related to the position being filled. Be sure to include appropriate training and awards when addressing your qualifications. Please limit your narrative statements to one and a half page per factor. For further information and tips on writing effective narrative statements, see OPM's publication "A Guide to SES Qualifications" available on the OPM website at: <http://www.opm.gov/ses/writingstate.asp>.

The following Fundamental Competencies are cross-cutting and should be addressed over the course of your ECQ narrative. It is not necessary to address them directly as long as the narrative, in its totality, shows mastery of the competencies on the whole. The competencies are: Interpersonal Skills; Oral Communication; Continual Learning; Written Communication; Integrity/Honesty; and Public Service Motivation.

If you do not submit a separate statement addressing these qualifications, you will not receive consideration for the position.

MANDATORY PROFESSIONAL/TECHNICAL QUALIFICATIONS:

1. Expert knowledge of and experience with Federal information and information technology policy and practices.
2. Broad knowledge and understanding of emerging information and communications technology trends and the effects on those technologies on policies, programs, and organizational performance.
3. Superior analytical ability, objectivity, and understanding, with demonstrated ability to resolve important, complex, and difficult management problems.
4. Superior negotiation and communication skills with respect to information policy and technology issues.

MANDATORY EXECUTIVE CORE QUALIFICATIONS (ECQs): In addition to the Mandatory Technical Qualification Requirements listed above, all new entrants into the SES under a career appointment will be assessed for executive competency against the following five mandatory executive core qualifications.

Note: If you are a member of the SES or have been certified through successful participation in an OPM approved SES Candidate Development Program (SESCDP), or have SES reinstatement eligibility, you do not need to respond to the ECQs. Instead, you should attach proof (e.g., SF-50, certificate of completion of SESCO) of your eligibility for appointment to the SES.

1. **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.
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.
3. **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.
4. **Business Acumen** -- This core qualification involves the ability to manage human, financial, and information resources strategically.
5. **Building Coalitions/Communication** -- 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.

EVALUATION METHOD: The Office of Administration's Human Resources Management Division will review all applications to determine if applicants meet the mandatory professional/technical qualifications of this position and the SES ECQs. Those who meet the qualifications will be referred to a panel of SES members for rating and ranking to determine the "best qualified" candidates. The panel may conduct interviews with the top candidates and then make a recommendation to the selecting official about the top candidates that he/she should interview. Once a selection is made, the selectee's application will be forwarded to the Office of Personnel Management (OPM) for approval by an OPM independent Qualifications Review Board, unless the selectee is a current SES executive or has successfully participated in an OPM approved SES Candidate Development Program.

APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE. Applicants submitting applications in postage-paid Government envelopes are reminded of the legal prohibition against the use of such envelopes or other Government property for other than officially approved activities. These prohibitions are contained in 18 U.S.C. 1719. Applications will not be returned.

HOW TO APPLY:

THERE ARE 3 OPTIONS FOR APPLYING (If applicable these documents are required.) You must include the announcement number on your application.

- **Fax to 202-395-1262/1194 the following:**

(1) An Optional Application for Federal Employment (OF-612); or a resume; or the SF-171, Application for Federal Employment; or other written application format of your choice. Whatever format is selected, be sure to provide all of the information requested below. If you are using the online Resume Builder, this information will be included when you create and submit a resume.

Required Information:

Announcement Number, title and grade(s) for which you are applying.

Full name, mailing address (with zip code) and day/evening telephone numbers (with area code).

Giving your Social Security Number is voluntary. However, we may not be able process your application without it.

Country of Citizenship.

If you have ever been employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

High School name, city, state and zip code, date of diploma or GED.

Colleges and/or Universities attended, city, state and zip code.

Major field(s) of study.

Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience - paid or non-paid positions held related to the job for which you are applying.

Job title, duties and accomplishments, number of hours per week

Employers name and address.

Supervisor's name and phone number.

Starting and ending dates of employment (month and year), salary.

Indicate if your current supervisor may be contacted.

Job-related training courses (title and year).

Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)

Job-related certificates and licenses.

Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Do not send copies of documents unless specifically requested.

- **ELECTRONIC SUBMISSION OF YOUR RESUME:**

You may submit your resume from the USAJOBS web site on the Internet. After reviewing the full text of this announcement, click on the 'Submit Resume on-line' shown on this page. Create or edit your resume. Please be sure to use the space entitled "Supplemental Information" to add and/or fax any additional information specified in this announcement, as stated above.

When you have finished and select 'Send', your resume will be sent to our component. Electronic Resumes can only be sent using the special icon in our announcement. To apply on-line, you must prepare your resume and SEND it before midnight Eastern Time of the closing date.

After you complete and send the OPM online resume, you will receive a web page message stating that your resume (for the specified announcement number) was sent to our component. This message serves as a confirmation of your mailing. If you do not receive this statement your resume was not successfully transmitted and you should try again. You may wish to fax a copy of this confirmation message with any materials that must be faxed in order to complete the application.

Users of the Telecommunications Device for the Deaf (TDD) may call: (202) 395-1160.

- Applications will be accepted electronically. Please submit your application to EOPJOBS@OA.EOP.GOV.

If you omit any of the required information your application will be rated INELIGIBLE.

REASONABLE ACCOMMODATIONS: This component 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 hiring agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

EEO STATEMENT: Applications will be accepted from all qualified persons. Consideration will be extended without discrimination for any non-merit reasons, such as race, color, religion, gender, sexual orientation, national origin, political affiliation, marital status, age, membership or non-membership in employee organizations, or non-disqualifying physical disability. Disabled applicants, disabled veterans, or any other applicants eligible for noncompetitive appointment under special appointing authorities not requiring competitive status are eligible to apply regardless of the area of consideration and should clearly specify their special eligibility on their application.

SECURITY CLEARANCE: This position requires the selectee to obtain and maintain a security clearance. This means that a full field background investigation will be conducted including appropriate credit checks. Any offer made is considered a tentative job offer pending the outcome of pre-employment interviews and any additional information obtained prior to the initiation of a full background investigation. This component has the right to rescind the tentative offer at any time before the actual starting date of employment based on any negative information that may be found during a preliminary security and/or credit check. Applicants selected for employment must be 18 years of age as of the date of appointment.

DRUG TESTING: The applicant tentatively selected for this position will be required to submit to urinalysis screening for illegal drug use prior to appointment. After appointment, the employee will be included in the component's random drug testing program.

CITIZENSHIP: Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs.

SELECTIVE SERVICE: Male applicants born after December 31, 1959 must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service Law.

DIRECT DEPOSIT: As a condition of employment, candidates appointed, promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer.