



Vacancy Announcement 219-08

VA Medical Center, Martinsburg, WV 25405

POSITION AND GRADE	Management Assistant (Regional) GS-0344-07
SALARY RANGE	Depends Upon Geographic Location http://www.opm.gov/oca/08tables/pdf/ATL.pdf http://www.opm.gov/oca/08tables/pdf/NY.pdf
NUMBER OF VACANCIES	2
LOCATION: 1 each at	Atlanta, GA New York, NY
ISSUE DATE	September 10, 2008
CLOSING DATE	September 30, 2008
TOUR OF DUTY	Monday – Friday 08:00 AM – 4:30 PM May vary due to Emergency Operations

AREA OF CONSIDERATION: Current career or career-conditional ESMHG employees.

DUTIES: Serves as Management Assistant in support of a Regional Emergency Manager (REM) at the regional office. Incumbent is responsible for providing management assistance to the REMs who coordinate VA's role in the Federal Response Plan, National Emergency Preparedness, and under other appropriate laws. Provides office support, effects IMPAC purchases, inputs computer data, coordinates telephonic, e-mail, and emergency communications with external organizations, processes administrative documents, and researches and develops resource material in support of office operations. Performs work in support of general management and/or program analysis functions which knowledge of the purpose, operation, methodology, and techniques characteristic of specific management/program analysis functions is required. Performs work in support of general management analysis functions such as manpower/workload studies or resource management services.

QUALIFICATION REQUIREMENTS: See <http://www.opm.gov/qualifications/SEC-IV/A/GS-CLER.HTM> (Group Coverage Qualification Standards for Clerical and Administrative Support Positions)

GS-07: 1 year of specialized experience equivalent to the GS-06 level.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.

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

You must submit to a drug test and receive a negative drug test before you can be appointed into this position.

In order to qualify for this position, you must possess/obtain and maintain an appropriate security clearance for this position.

You must meet time-in-grade requirements within 30 days of the closing date of this announcement.

You will be required to travel frequently.

The work is sedentary but may involve some walking, standing, bending, or carrying of light items. Incumbent must be mentally alert and demonstrate appropriate level of manual dexterity. Essential work may be performed in the field during disaster and exercises. Field work may involve adverse conditions with long periods of standing, stooping, and bending. Moderate physical effort may be required when accomplishing field program requirement. Incumbent must be able to lift 40 pounds of weight. Applicants for this position must pass a pre-employment medical examination.

EVALUATION METHOD: Applicants who meet the qualification requirements described above will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, etc. indicate they possess the knowledge, skills, and abilities (KSA) described below. All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the skills and abilities on plain bond paper. The information provided will be used to determine the "best qualified" candidates. Failure to submit this supplemental may result in a significant loss of points and adversely affect your opportunity for selection.

EVALUATION/KSA FACTORS

1. Ability to provide resource management support to emergency management operations
2. Ability to track, coordinate, retrieve, compile, and organize emergency management information in support of an Emergency Management Strategic Healthcare Group Regional office
3. Ability to operate a desktop computer and other automated equipment in support of office and emergency operations.
4. Knowledge of basic emergency management programs and procedures.
5. Ability to work under emergency and stressful conditions and carryout assignments on short notice

HOW TO APPLY: ALL interested candidates must submit the following items: (1) Application for Federal Employment, resume, or other form of application, showing the position you are applying for, announcement number, and the lowest salary you are willing to accept. (2) Narrative response addressing each KSA factor. **If you do not submit responses to the KSAs then you will not be considered.** (3) Copy of most recent performance appraisal, if available. (4) Copy of your last competitive SF-50, Notification of Personnel Action, to document your competitive status and show your current permanent employment by EMSHG. (5) Declaration for Federal Employment (OF-306). Please note: **If you do not submit the OF-306, your application will not be considered.**

All applications submitted become a part of the Merit Promotion Vacancy Announcement File and will not be duplicated and/or returned. Incomplete applications will not be considered. Missing forms will not be requested from the applicant. ALL APPLICATIONS AND REQUIRED FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THE ANNOUNCEMENT.

Applicants are responsible for providing full and complete information as to their qualifications for this vacancy. The Official Personnel Folder (OPF) will be used when available. Your application package will be used in addition to the OPF, or in lieu of the OPF when it is not available.

Applications sent via fax or e-mail will not be considered.

CONDITIONS OF EMPLOYMENT: A drug test may be required for any applicant tentatively selected from outside the VA Medical Center. All applicants tentatively selected for VA employment in a testing designated position are subject to urinalysis to screen for illegal drug use prior to appointment. Applicants who refuse to be tested will be denied employment with VA. After appointment, you will be subject to random testing for illegal drug use.

Applicants selected for this position may be required to pass a pre-employment medical examination.

Background Investigation: Appointment to this position is contingent upon satisfactory completion of a Background Investigation. Candidates selected must be fingerprinted prior to appointment. Candidate must have and maintain a Secret Security Clearance.

SELECTION PROCEDURES: Qualified candidates will be rated and selection made in accordance with our local promotion policy

After the closing date we will conduct an evaluation of your qualifications and determine your ranking. The best qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. You will be notified of the outcome sometime after selection of the candidates for each geographic location.

Application packages should be mailed to **VA Medical Center, 510 Butler Avenue, Human Resources Management Service (HRM/05), Martinsburg, WV 25405**. For further information, contact Thomas L. Barth, (304) 263-0811, extension 3240.

This Medical Center will provide reasonable accommodations to applicants with disabilities upon request. The decision on granting reasonable accommodation will be on a case-by-case basis.

Equal Employment Opportunity

Actions to fill this position will not be based on discriminatory factors, which are prohibited by law.