



MERIT PROMOTION JOB OPPORTUNITY

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Announcement Number: 08-712
Position Title: Promotion Assistant
Series and Grade: PG-1101-7/9
Salary Range: \$39,330 - \$62,546
Promotion Potential: PG-1101-9
Opening Date: 11/18/2008
Closing Date: 12/02/2008
Location of Position: Publication and Information Sales, Sales Planning & Development
Number of Openings: One
Type of Appointment: Permanent
Work Schedule: Shift 1
Who May Apply: Permanent GPO Employees

"**Make Your Mark** on the reinvention of a major government enterprise. Established by Congress in 1861, GPO is transforming itself as an agency and as a business. We provide other agencies with innovative services for the printing, publishing, storage, and distribution of digital content. The public will enjoy permanent access to digital government information, acquiring it quickly, easily, and with confidence in its authenticity. GPO employees are proud of their abilities and passionate about their craft. As an agency we possess a diverse wealth of talent with employees representing many diverse administrative fields and trades. If you are an energetic, inventive individual looking for a challenging, yet rewarding career opportunity, GPO may be the place for you!"

MAJOR DUTIES:

This position is located in the Office of Sales Planning and Development. The incumbent is responsible for implementing promotional projects that support the Superintendent of Documents (SuDocs) marketing program; targeting commercial book dealers, libraries, and the media that support the Publications & Information Sales (P&IS) Program. Acts as liaison between GPO managers and executives and other federal agencies in order to help develop promotional projects that promote customer interest and expand GPO's business base. Evaluates work problems and suggests effective solutions. Responsible for assigning ISBNs and ISSNs and orders the production of bar codes for GPO sales publications in accordance with international standards. Researches and creates promotional copy for Advanced Book Information (ABI) notices sent to major book wholesalers and retailers worldwide.

QUALIFICATIONS NEEDED:

Applicants must possess 52 weeks of specialized experience at the next lower grade level. Specialized experience is that which has equipped the candidate with expertise in bibliographic control methodologies, metadata standards and specifications. All qualifications must be met by the closing date of this announcement.

HOW YOU WILL BE EVALUATED:

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, and ability (KSA) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSA. When describing your KSAs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSA.

You must submit separate narrative response statements for each KSA with your application package.

Knowledge, Skills, and Abilities (KSAs) required for this position:

- 1) Skill in written communication to produce narrative product descriptions, release, brochures, and other promotional material.
- 2) Knowledge of marketing principles and techniques.
- 3) Ability to effectively communicate orally with Government program managers, the business and professional communities, and customers concerning resources, constraints, and project status.
- 4) Demonstrated knowledge of the Online Information Exchange (ONIX) database.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

STEP 1: Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. **If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number.** To assist you in sending in a complete resume, use our checklist at http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

STEP 2: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Employee Services Center (ESC) in Room C-106. Time in grade requirements must be met by the closing date of this announcement.

STEP 3: Prepare separate narrative responses to each of the KSAs listed in this announcement.

STEP 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Send your complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov (Please include announcement number in subject line and attach documents in Word or PDF format).

To confirm receipt of your application, call: 202-512-1117.

Applicants are responsible for verifying their application has been received in its entirety, regardless of the submission method. Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.

For Additional Information:

HR Consulting Services
Ms. DeShan Mingo
Phone: (202) 512-2010 x 32044
TDD: (202) 512-1519