



## Vacancy Announcement

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**Federal Competitive Service  
Senior Level Position**

OPENING DATE: December 5, 2008  
CLOSING DATE: February 5, 2009

- POSITION**            **Director, Office of Facilities Engineering and Operations  
SL-0801-00 (General Engineer)  
SL-0808-00 (Architect)  
SL-1640-00 (Facilities Management)**
- ORGANIZATION**    **Office of the Under Secretary for Finance and Administration**
- SALARY**             **\$138,380 - \$158,500 per year (plus 2009 adjustments)**
- LOCATION**            **WASHINGTON, DC**
- WHO MAY APPLY**   **All qualified U.S. citizens or nationals**

**ALL OR PART OF RELOCATION EXPENSES MAY BE PAID AT THE DISCRETION OF THE SMITHSONIAN**

### **DUTIES**

The Smithsonian offers unique challenges with its highly specialized buildings and labs, the need for precise environmental controls as well as security for its priceless collections and the maintenance required to provide a safe and welcoming environment for 24 million annual visitors. The Director will assume responsibility for over 450 buildings and structures ranging in age from new to 175 years old, about 900,000 square feet of leased space, about 20,000 acres of land, and about 8 million square feet of owned facilities worldwide, including 16 museum and gallery buildings in Washington, D.C., and New York City. Total federal and trust fund OFEO resources include approximately 2,000 employees ranging from custodial through Senior Level staff and a budget of approximately \$300 million. Organizations reporting to the Director include the Offices of Facilities Management and Reliability; Planning and Project Management; Engineering, Design and Construction, Strategic Planning and Resources; Safety, Health, and Environmental Management, Security and Horticulture. Responsibilities include providing advice and recommendations on Smithsonian policies and programs and their affect on OFEO operations. Oversees the Institution's long-range program for facilities planning. Provides leadership to the OFEO organizations through policy guidance and technical leadership to ensure efficiency and economy. Sets the leadership pace within facilities services for organization and human resources development, and provides leadership for developing and administering policies to achieve related organizational objectives in such areas as personnel and performance management, equal opportunity and cultural/gender diversity. Oversees vision development and implementation, strategic and business planning, goal-setting, quality implementation, organizational performance measurement, and reinvention efforts, ensuring alignment with the Smithsonian's vision, values and goals. Ensures that OFEO has established adequate management control systems to monitor financial activities and that related reporting systems are accurate and responsive. Represents the Smithsonian in dealing with other federal agencies, professional organizations, law enforcement agencies, community organizations and municipal governments as well as various high level boards, commissions, and professional organizations. The Director reports to the Under Secretary for Finance and Administration.

**BASIC QUALIFICATIONS** Applicants must clearly demonstrate the necessary level of professional competence and managerial skills required to perform successfully in this position as follows:

- A. Successful completion of a full 4 year course of study leading to a bachelor's or higher degree in Engineering or Architecture at an accredited college or university,
- OR
- B. Combination of education and experience –college level education, training, and/or technical experience demonstrated by professional registration or written test, or specified academic courses or related curriculum.

### **Specialized Experience**

This includes one year of experience at the grade 15 or equivalent level. Specialized experience is defined as in or related to the work of this position, and that has equipped the applicant with the knowledge, skills, and abilities needed for successful performance. The experience must demonstrate application of a professional background with a focus on facilities management that may include engineering, design or construction.

**The following evaluation factors will be rated and used to determine the highest qualified candidates. Attach extra sheets of paper to your resume to provide detailed information to support each factor. Do not exceed one page for each factor. You may use an outline or narrative format to present concise statements of your experience, accomplishments, responsibilities, and education as they relate to the factor.**

### **EVALUATION FACTORS**

1. Leadership experience at a managerial level that includes strategic planning, goal setting, and performance management for a large, complex organization.
2. Demonstrated experience in leading and managing a culturally diverse workforce, including attracting, retaining and motivating staff, and providing guidance on work issues; and implementing EEO/Affirmative Action policies and programs.
3. Ability to plan, manage, and oversee an expansive facilities program in a large multi-disciplinary organization including effective administration, establishing controls, analyzing variances and maintaining accurate and timely reporting.
4. Excellent written and oral communications and social skills in dealing with senior management, Boards and representing the organization before Congress, commissions, professional and community organizations.
5. Demonstrated ability to communicate and collaborate on complex projects and build consensus in accomplishing goals.
6. Professional engineering/architectural education and/or experience as demonstrated by Engineering or architectural degree(s) and/or license as a Professional Engineer or Architect; or an IFMA Certificate of Facilities Management.

## HOW TO APPLY

You may apply with a resume or an Optional Application for Federal Employment (OF-612) along with responses to support each qualification listed in this announcement.

### NOTE:

This position is also announced as a Smithsonian Trust (private sector) position. See announcement # EX-09-10 on our website [www.si.edu/ohr](http://www.si.edu/ohr)

### **Current and former Federal government employees claiming Competitive Service eligibility.**

Competitive Service candidates must submit a copy of their most recent SF-50, Notice of Personnel Action showing Career, Career Conditional, or Reinstatement eligibility.

Status candidates and candidates eligible under a special appointing authority who wish to be considered under both the merit placement program and competitive procedures open to the public, must submit two complete applications. If only one application is received from status candidates, it will be considered under the merit placement program.

SES candidates claiming Competitive Service eligibility must submit a copy of their most recent SF-50, Notice of Personnel Action. Block 34, (Position Occupied) should indicate "1 - Competitive Service" or "4 - SES Career Reserved". If "3 - SES General" is indicated, the candidate must submit other evidence showing Career, Career Conditional, or Reinstatement eligibility, such as an earlier SF 50 that indicates Permanent or Conditional tenure in an SES position.

**If you have served on active duty in the U.S. military and were separated under honorable conditions, you may be eligible for veterans' preference.** If you are claiming 5-point veterans' preference, you must attach a copy of your DD-214 or other proof of eligibility. If you are claiming 10-point veterans' preference, you must attach a SF-15 Application for 10 Point Veteran Preference (Revised December 2004) plus the proof required by that form. This form can be found at [http://www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf). Veterans who are still in the service may be granted 5 points tentative preference on the basis of information contained in their applications, but they must produce a DD-214 prior to appointment to document entitlement to preference. For more information on Veterans Preference, visit <http://www.opm.gov/employ/veterans/html/vetsinfo.asp>.

### **Applications must be received by the closing date and may be submitted as follows:**

**Mail:** Smithsonian Institution, Office of Human Resources, P.O. Box 23772, Washington, DC 20026-3772.

**Hand Deliver or Courier:** Tom Lawrence, Smithsonian Institution, Office of Human Resources, 600 Maryland Avenue, SW, Suite 5060, Washington, DC, 20024.

Applicant Survey Form All candidates, except Smithsonian Institution employees, are requested to complete and submit the enclosed Applicant Survey Form with the application. This form will be used to determine the demographics of applicants who apply for vacancies at the Smithsonian Institution, and will not affect consideration for this position. The survey form may be obtained on our website at [www.si.edu/ohr](http://www.si.edu/ohr).

Appointment will be subject to the applicant's successful completion of a pre-appointment background check and subsequent background investigation. If you make a false statement in any part of your application, you may not be hired and/or you may be terminated after you begin work.

The individual selected for this position is subject to a full-field background investigation and will be required to file a confidential statement of employment and financial interests.

The Smithsonian provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for the application/hiring process, please call (202) 633-6370 (voice) or (202) 633-6409 (TTY).

The Smithsonian Institution is an equal opportunity employer and prohibits employment discrimination on the basis of race, color, age, religion, sex, national origin, and/or disability. Applicants who believe they have been discriminated against for any of the above-prohibited reasons may contact a counselor within 45 calendar days of the date of the alleged discriminatory act. Employment discrimination on the basis of sexual orientation, parental and/or marital status is also prohibited. For additional information, please contact the Office of Equal Employment and Minority Affairs at (202) 633-6430.

For information about this vacancy call Tom Lawrence at (202) 633-6319.