



# Vacancy Announcement 09-T5-102-DR

VA Medical Center, Martinsburg, WV 25405

<b>POSITION AND GRADE</b>	Management Assistant (Regional) GS-0344-7
<b>SALARY RANGE</b>	\$42,837 - \$55,689 New York City, NY \$39,687 - \$51,594 Atlanta, GA
<b>LOCATION</b>	Emergency Management Strategic Healthcare Group (EMSHG)
<b>ISSUE DATE</b>	April 9, 2009
<b>CLOSING DATE</b>	April 29, 2009
<b>TOUR OF DUTY</b>	Monday - Friday 8:00 AM – 4:30 PM
<b>NUMBER OF VACANCIES</b>	2 Vacancies – 1 each in the following locations– 1 - New York City, NY 1- Atlanta, GA

**\*Applicants must specify desired location(s) on application. Applicants will only be considered for the location(s) they request.**

**\*Travel within the United States is required.**

**AREA OF CONSIDERATION:** This vacancy announcement is open to current federal employees servicing under a career or career conditional appointment; former federal employees with reinstatement eligibility; and persons including veterans, eligible for appointment under special hiring authorities.

**DUTIES:** Incumbent serves as Management Assistant in support of a Regional Emergency Manager (REM) at the regional office. Incumbent is responsible of providing management assistance to the REMs who coordinate VA's role in the Federal Response Plan, National Emergency Preparedness, and under other appropriate laws. Incumbent provides office support, 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.

**QUALIFICATION REQUIREMENTS:** To have basic eligibility, applicants must meet standards as outlined in the Office of Personnel Management Qualification Standards Manual for General Schedule Positions, Group Coverage Qualifications Standards for Administrative and Management Positions.

**SPECIALIZED EXPERIENCE:** Applicants must have one (1) year of specialized experience equivalent to the next lower grade level which has equipped the applicant with the particular knowledge, skills and abilities (KSA) to successfully perform the duties of the position. Experience is typically in or directly related to the work of the position to be filled.

Typical specialized experience would include one year of work experience performing duties such as general program support work such as the collection, compilation, research, and/or tracking of data and program information. Managing or operating the transmission, maintenance, tracking, and imaging of disaster applicant files, records, and document. Developing or designing program requirements for system improvement

**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. **Please note: Failure to address the KSA's will result in ineligibility for this position.**

### **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 Health Care 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 by the closing date of the announcement.

- (1) Application for Federal Employment (OF-612), 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 listed above. **Please note: Failure to address the KSA's will result in ineligibility for this position.**
- (3) Copy of your most recent performance appraisal, if available.
- (4) Copy of your last competitive SF-50, Notification of Personnel Action, to document your competitive status, if applicable.
- (5) A copy of Form DD-214 to verify military service showing the character of service you were discharged under, documentation from a VA Regional Office to verify service-connection disability; or a letter of referral from a State Vocational Office to verify eligibility for appointment under special appointing authority for handicapped.
- (6) If using education to qualify, please submit copy of college transcripts.
- (7) Declaration for Federal Employment (OF-306). **Please note: If you do not submit your 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 for the applicant.
- All applications and required forms must be received by the closing date of the announcement.
- Applications sent via fax or e-mail will not be considered.

**CONDITIONS OF EMPLOYMENT:** All interested candidates must be able to meet the following employment conditions.

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

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.

Candidates selected must be fingerprinted prior to appointment. Appointment to this position is contingent upon satisfactory completion of a secret level (noncritical sensitive) security clearance.

You must specify desired locations(s) on application. You will only be considered for the locations(s) they request.

You will be required to travel within the US is essential and required.

Applicants for this position must pass a pre-employment medical examination. Required to periodically submit to a medical fitness for duty examination. Must be medically qualified to discharge the duties and responsibilities of this position and capable of complying with all applicable laws, regulations, and procedures.

**SELECTION PROCEDURES:** Qualified candidates will be rated and selection made in accordance with the Agency's Merit Promotion policy.

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

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 Dawn Reidy (304) 263-0811, extension 3795 or Heather Sims (304) 263-0811, extension 3255.

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.**