



Department: Department Of Agriculture

Agency: Agricultural Research Service

Job Announcement Number:

ARS-

Overview

DETAILED VERSION

CLOSE

PRINT

## Administrative Officer

**Open Period:** Tuesday, September 09, 2008  
to

**Series & Grade:** GS-0341-09/12

**Position Information:** Full-Time Permanent

**Promotion Potential:** 12

### Who May Be Considered:

Applications will be accepted from United States citizens and nationals.

### Job Summary:

Find Solutions to Agricultural Problems that Affect Americans Every Day, From Field to Table

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

Your U.S. citizenship must be verified prior to entrance on duty.

The position is located in \_\_\_\_\_, \_\_\_\_\_ Area, Agricultural Research Service (ARS), city, state. The incumbent provides leadership in the management of business functions in support of research programs.

Duties

### Major Duties:

Participates as a full business partner with the Location Management Team in planning and coordinating the business management activities for the location.

Serves as primary resource for assessing needs and developing business plans to meet the administrative operational requirements of the location.

Responsible for developing contacts and networks to coordinate business activities.

Manages all phases of budget formulation, execution, and administration to include: monitoring and reallocating funds; monitoring salary lapse and recommending uses for these monies; preparing reports; directing or conducting studies; recommending approval or disapproval of allotments and commitments; monitoring spending rates and trends; and anticipating planned or future program needs and major obligations or changes.

Provides management advisory services and formulates and implements administrative management policies procedures, operations, goals, and objectives.

Primary advisor and technical resource to officials on accounting and financial management matters.

Represents program supervisors on human resources matters and keeps employees informed on rules, policies, regulations, and procedures affecting their status. Provides advice and guidance on personnel actions, recruitment, workforce diversity, and position management. Develops training programs for administrative employees and schedules training.

Advises on the regulatory requirements for the development and control of extramural agreements.

Advises on procurement and contracting regulations, procedures, alternatives, and availability of funds.

Manages the procurement program for contracting with small businesses and HUBZone businesses.

Manages and coordinates the occupational safety and health programs.

Oversees the implementation of facility and real property management and general services functions.

Compiles, monitors, and analyzes fiscal data, including costs, personnel, appropriations, equipment, facilities, and services for the location.

Directs the work of a staff.

#### Qualifications and Evaluation

##### **Qualifications:**

Your education and experience will be evaluated against all qualification requirements listed below.

##### **Basic Requirements:**

**GS-9:** One year of specialized experience equivalent to at least the GS-7 grade level as defined below in the KSAs (Knowledge, Skills and Abilities) **OR** directly related master's or equivalent graduate degree or 2 full years of progressively higher-level graduate education leading to such a degree.

**GS-11:** One year of specialized experience equivalent to at least the GS-9 grade level as defined below in the KSAs (Knowledge, Skills and Abilities) **OR** directly related Ph.D or equivalent doctoral degree or 3 full years of progressively higher-level graduate education leading to such a degree.

**Graduate education must demonstrate the Knowledges, Skills and Abilities to do the work of the position.**

**GS-12:** One year of specialized experience equivalent to at least the GS-11 grade level as

defined below in the KSAs (Knowledge, Skills and Abilities).

**Specialized Experience is** experience which has equipped you with the following Knowledge, Skills and Abilities - 'KSAs' required to perform the duties of this position:

1. Knowledge of the regulations, policies and procedures of administrative functions, such as budget, accounting, purchasing, property management, facilities management, agreements, safety and health, human resources, contracting/procurement.
2. Ability to research, interpret and analyze guidelines and policies to improve efficiency, serve customers and resolve problems.
3. Ability to analyze and formulate budget plans and monitor expenditures
4. Ability to prepare analytical reports and other written documents presenting the facts, issues, and recommendations.
5. Ability to train, mentor and direct the work of a staff.

**If qualifying all or in part based on your education, please submit a copy of your college transcripts OR a list of college courses with credit hours, major(s), dates completed, and grades received. If the requested information is not provided, your education may not be appropriately evaluated and you may lose consideration for this position. If your qualifications are based in any part on education and you are selected for this position, you will have to provide an official copy of your academic transcripts prior to entering on duty.**

**Education completed in foreign colleges or universities may be used to meet the above requirements if you can show that the foreign education is comparable to that received in an accredited educational institution in the United States. It is your responsibility to provide such evidence when applying. Please visit the Office of Personnel Management's website at <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> for additional information on this topic.**

**Time-In-Grade Restrictions apply for all candidates considered under Alternative Merit Promotion.**

**How You Will Be Evaluated:**

You will be evaluated to determine if you meet eligibility and minimum qualifications required, and on the extent to which your application shows that you possess the knowledge, skills, and abilities (KSAs) associated with this position as defined above under 'Specialized Experience.' The Agricultural Research Service uses a category rating process. Based on evaluation of all written materials submitted in application for the position, you will be determined to be Ineligible, if you do not meet eligibility and/or minimum qualifications criteria; Eligible, if you meet all eligibility and minimum qualifications criteria; OR Quality, if you meet quality criteria in addition to eligibility and minimum qualifications criteria. For information about how to address KSAs, please visit our website at <http://www.ars.usda.gov/careers>, click on 'How to Apply,' then click on 'What are those KSAs anyway?' For more information about the evaluation process, please visit our website at: [www.ars.usda.gov/careers](http://www.ars.usda.gov/careers), click on 'How to Apply,' then click on the link to 'Qualifications and What They Mean.'

**Benefits and Other Information****Benefits:**

A Benefits Package is authorized for this position. Additional information about Federal benefits can be obtained at [www.usajobs.opm.gov/ei61.htm](http://www.usajobs.opm.gov/ei61.htm).

**Other Information:****Veteran's Preference:**

For further details, call the U.S. Office of Personnel Management (OPM) at 703-724-1850 or TDD 978-461-8404. Select General Information on the Federal Employment Policies and Procedures, and then Veteran's Preference and Special Appointing Authorities for Veterans. Visit their VetGuide website at <http://www.opm.gov/veterans/html/vetguide.asp>.

**Creditable Service:**

Service credit for annual leave accrual may be granted for directly related non-Federal work experience or uniformed service for newly appointed individuals, or those individuals reappointed after a break in service from civilian Federal employment of at least 90 calendar days. The amount of non-Federal service to be credited will be based on the amount of directly related and documented experience that the selectee possesses as documented by the employee and which is approved by agency management.

**Relocation Expenses:**

Payment of relocation expenses will be determined in accordance with P&P 412.5, Recruitment and Retention Incentives and Other Special Pay, Sections 6 and 7, as amended by Bulletins 03-402 and 05-412.5, which may be found at <http://www.afm.ars.usda.gov/ppweb/412-05.htm#H10>. See also [http://www.afm.ars.usda.gov/hrd/staffing\\_recruit/reloweb.htm](http://www.afm.ars.usda.gov/hrd/staffing_recruit/reloweb.htm).

**Financial Disclosure Requirement:**

Federal employees are subject to prohibitions against officially dealing with outside organizations in which they have a financial interest. You may be required to submit a financial disclosure report if hired for this position.

**False statements:**

If you make a false statement in any part of your application, you may not be hired; may be fired after beginning work; or may be fined or jailed.

**Optional Form 306, (Declaration for Federal Employment):**

If you are selected for this position, you will be required to complete this form before an offer may be made.

**USDA CTAP/ICTAP or Federal Displaced Employees:**

Applicants requesting consideration under the CTAP or ICTAP programs must submit documentary evidence of eligibility. Well qualified CTAP and ICTAP applicants within the local commuting area will receive selection priority as provided by OPM regulations. Well-qualified means the applicant meets the basic qualification and eligibility requirements and all selective factors; is rated above minimally qualified against the KSAs or quality criteria; and is able to satisfactorily perform the duties of the position upon entry. If you are requesting consideration as a CTAP or ICTAP applicant, you must submit the following:

- 1) A copy of your RIF Separation Notice or Certification of Expected Separation or other

documentation indicating that you are a surplus employee;

- 2) Evidence of full performance level of current position;
- 3) A copy of your most recent performance appraisal; and
- 4) A copy of your most recent SF-50, Notification of Personnel Action.

**Selective Service System:**

Males over age 18 who were born after December 31, 1959, must have registered with the Selective Service System (or have an exemption) to be eligible for Federal employment.

**ARS Reasonable Accommodation Contact Information:**

If you need a reasonable accommodation for any part of the application and hiring process, or have questions regarding reasonable accommodation and/or accessibility for any part of the application and hiring process, please contact the Disability Program Manager on 202-720-6161 or through the DC Relay Service on 202-855-1234 (TDD).

How to Apply

**Contact Information:**

Human Resources Specialist  
Phone: 301-504-XXXX  
Fax: 301-504-1535  
Email: SCIRECRUIT@ARS.USDA.GOV

Or write:  
Department Of Agriculture  
USDA-REE-ARS-HRD/Announcement #  
5601 Sunnyside Avenue, Stop #  
Beltsville, MD 20705-stop  
E-MAIL:SCIRECRUIT@ARS.USDA.GOV  
Fax: 301-504-1535

**What To Expect Next:**

Applicants will receive written confirmation from this office when their application package is received.

After the application has been received, applicants will not be notified of the status of their paperwork until a final selection has been made.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

[DETAILED VERSION](#)

[CLOSE](#)

[PRINT](#)



**Send Mail**

**Send Mail to:**

Department Of Agriculture  
USDA-REE-ARS-HRD/Announcement #  
5601 Sunnyside Avenue, Stop #  
Beltsville, MD 20705-stop  
E-MAIL: SCIRECRUIT@ARS.USDA.GOV  
Fax: 301-504-1535



**Questions?**

**For questions about this job:**

Human Resources Specialist  
Phone: 301-504-XXXX  
Fax: 301-504-1535  
Email: SCIRECRUIT@ARS.USDA.GOV

**USAJOBS Control Number: 966400**

[PRINT](#)