

**VACANCY ANNOUNCEMENT
FEDERAL MARITIME
COMMISSION**

Announcement No.: 2008-22
Issue Date: 12-24-08
Closing Date: 01-30-09*
Area of Consideration: Status Applicants**
(Local Commuting Area)

POSITION: Information Management Specialist
GS-301-12/13

ORGANIZATION LOCATION: Office of the Secretary

PROMOTION POTENTIAL: GS-13

GEOGRAPHIC LOCATION: 800 North Capitol Street, N.W.
Washington, DC 20573-0001

SALARY RANGE: GS-12: \$73,100 - \$95,026 Per Annum
GS-13: \$86,927 - \$113,007 Per Annum
[Locality Pay Area of Washington, DC]

***FIRST CONSIDERATION DATE FOR THIS ANNOUNCEMENT IS FRIDAY, JANUARY 16, 2009. APPLICATIONS RECEIVED BY THIS DATE WILL RECEIVE FIRST CONSIDERATION FOR THE POSITION. APPLICATIONS RECEIVED AFTER JANUARY 16, 2009 MAY BE CONSIDERED.**

****CONSIDERATION WILL BE GIVEN TO STATUS CANDIDATES (RESIDING IN THE LOCAL COMMUTING AREA), TO INDIVIDUALS ELIGIBLE FOR NONCOMPETITIVE APPOINTMENT, e.g., INDIVIDUALS WITH DISABILITIES ELIGIBLE FOR APPOINTMENT UNDER SCHEDULE A; CERTAIN VETERANS OF THE VIETNAM ERA AND VETERANS OF THE POST-VIETNAM ERA WHO ARE QUALIFIED FOR EMPLOYMENT UNDER THE VETERANS READJUSTMENT APPOINTMENT AUTHORITY; AND DISABLED VETERANS RATED AT 30% OR MORE. VETERANS WHO ARE PREFERENCE ELIGIBLES OR WHO HAVE BEEN SEPARATED FROM THE ARMED FORCES UNDER HONORABLE CONDITIONS AFTER 3 YEARS OR MORE OF SUBSTANTIALLY CONTINUOUS ACTIVE SERVICE MAY ALSO APPLY (VETERANS EMPLOYMENT OPPORTUNITIES ACT).**

APPLICANTS WILL BE EVALUATED ON THE BASIS OF EXPERIENCE AND THE QUALITY RANKING FACTORS DESCRIBED BELOW. THEREFORE, IT IS CRITICAL THAT ALL INFORMATION CONCERNING EXPERIENCE PERTINENT TO THESE FACTORS BE ADDRESSED IN THE APPLICATIONS SUBMITTED FOR CONSIDERATION FOR THIS VACANCY. APPLICANTS MUST SHOW CLEARLY THE EXTENT TO WHICH HE/SHE POSSESSES THE KNOWLEDGE, SKILLS, AND ABILITIES DESCRIBED BELOW.

The Federal Maritime Commission (FMC) is an independent regulatory agency tasked with the regulation of oceanborne transportation in the foreign commerce of the U.S., whose mission is to (1) develop and administer policies and regulations that foster a fair, efficient, and secure maritime transportation system; (2) protect U.S. maritime commerce from unfair foreign trade practices, and market-distorting activities; (3) facilitate compliance with U.S. shipping statutes through oversight and outreach; and (4) assist in

resolving disputes. More information about the Commission and its programs can be found at: <http://www.fmc.gov>.

This position is located in the Office of the Secretary (OS), which reports to the Chairman and serves as the focal point for all matters being presented to or emanating from the Commission. OS has primary responsibility for the dissemination of information involving delegated FMC responsibilities. This is a great opportunity to gain exposure to a myriad of agency and government functions, use your creativity, and work in a small agency with a highly collegial environment.

DUTIES AND RESPONSIBILITIES: The position is that of Information Management Specialist in the Office of the Secretary. Under direction and supervision of the Secretary or Assistant Secretary, the primary responsibility of the incumbent is to manage and operate the Commission's websites. The incumbent is responsible for publishing and managing information on the Commission's World Wide and Internal websites and, as appropriate, coordinating web publishing requirements with the Commission's website hosting contractor, the Commission's Office of Information Technology and Office/Bureau web representatives. The incumbent develops and ensures adherence to website publishing standards and performs a variety of professional assignments in support of the Commission's website including the communication needs of Commission components and target audiences. Develops and compiles statistics, and drafts narrative submissions for periodic reports (e.g., Annual Report to Congress, Agency Strategic Plan, OMB/Congressional Budget Reports, Regulatory Agenda submissions, Commission Notices, etc.). Serves as office representative for User Fee Rule updates and processes and drafts written responses for FOIA requests. Under direction and supervision of the Secretary or Assistant Secretary, participates in the formulation and implementation of agency-wide outreach programs and acts as Office representative coordinating agency-wide outreach initiatives. Works with other Commission components to develop recommendations and monitor budgetary needs for agency-wide outreach. Incumbent also provides office management support for the Secretary and Assistant Secretary as needed, including providing backup to support staff in their absence or when office workload or specific assignments require additional staff.

DUTY STATION: Washington, D.C.

QUALIFICATION REQUIREMENTS: All applicants are required to meet the qualification requirements listed in the Office of Personnel Management (OPM) Operating Manual for Qualification Standards for General Schedule Positions (which is available for review in any Federal Personnel Office or online at www.opm.gov). Those requirements are summarized below:

GS-12: All applicants must possess 52 weeks of specialized experience equivalent to the GS-11 level.

GS-13: All applicants must possess 52 weeks of specialized experience equivalent to the GS-12 level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation.

QUALITY RANKING FACTORS:-: Applicants who meet the qualification requirements described above will be further evaluated by determining the extent to which their education, work experience, or

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related training, awards and performance appraisals indicate they possess or have the potential to acquire the following knowledge, skills, and abilities. **THESE QUALITY RANKING FACTORS MUST BE ADDRESSED IN ORDER TO BE GIVEN APPROPRIATE CONSIDERATION UNDER THIS ANNOUNCEMENT.**

1. Demonstrated skill with technologies, trends, applications, and developments relating to Internet, Intranet, or Extranet website development, including experience evaluating, maintaining, designing, or redesigning websites.
2. Demonstrated skill in applying principles of website design and usability to present information in effective ways that increases understanding and interest of target audiences with varying levels of knowledge of an organization's program, policies, and resources.
3. Knowledge of HTML coding and editing, and experience producing or editing documents /reports created with common office software (Word, Excel, WordPerfect, Adobe, etc.) that may be published on websites.
4. Demonstrated ability working independently to define and analyze problems or issues, find creative solutions, and exercise effective project management.
5. Demonstrated ability working as a team member or team leader so that effective working relationships are established and maintained, and workable, responsive products are produced (including experience with public relations or outreach programs or initiatives).
6. Ability to effectively communicate both orally and in writing on technical and non-technical issues.

HOW TO APPLY: All applicants should furnish the following (**FAILURE TO SUBMIT ALL REQUIRED FORMS OR INFORMATION MAY RESULT IN LOSS OF CONSIDERATION FOR THE POSITION**):

1. A current, **complete** application, e.g., an Optional Form 612 (Optional Application for Federal Employment), a resume, or any other application in written format (required);

The following information must be contained in your application:

- a. announcement number, title, and grade(s) - please indicate lowest grade acceptable
- b. full name, mailing address, day and evening phone numbers
- c. social security number
- d. country of citizenship
- e. Forms DD-214 and/or SF-15 as appropriate (proof of veterans' preference)
- f. highest Federal civilian grade held (give job series and dates held)
- g. education level:
 - (1) High school (name, city, state, and date of diploma or GED)
 - (2) Colleges or Universities (name, city, state, major field of study, and type and year of any

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degree received - if no degree(s), show total credits earned and indicate whether semester or quarter hours)

- h. work experience (give the job title, duties, employer's name and address, supervisor's name and phone number, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor)
 - i. job-related training courses (title and year)
 - j. job-related skills (e.g., other language skills, computer software /hardware skills)
 - k. job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, public speaking, etc.);
2. A copy of the most recent performance appraisal and performance plan (elements and standards for achievement, if not indicated clearly on the annual performance appraisal) (**required of all current Federal employees**);
 3. A copy of the last or latest SF-50, "Notification of Personnel Action" (**required of all current Federal employees and of candidates applying on the basis of their reinstatement eligibility**);
 4. **Supplemental narrative statements addressing the Quality Ranking Factors (required)**.

OTHER INFORMATION:

Applications must be received or postmarked* no later than the closing date of the announcement and should be sent to the Office of Human Resources, Room 924, Federal Maritime Commission, 800 North Capitol Street, N.W., Washington, D.C. 20573, Attn: Wanda Fisher, Human Resources Specialist. Also, the following methods of receipt apply:

1. Applications can be e-mailed to: humanresources@fmc.gov. All e-mailed applications **must** be sent as an attachment in MS Word or WordPerfect format. Applications included in the body of the e-mail or in other formats will **NOT** be considered. Applications submitted electronically should be received in our agency e-mail system by the closing date of the announcement. Additional application materials may be faxed to the agency at the number shown below **by the closing date** of the announcement.
2. Applications can be faxed to the FMC at: **202-523-7842**.
3. *Applications can be sent to the FMC via a private delivery service such as UPS, FedEx, etc.

***PLEASE NOTE: If you choose to use the USPS or private delivery service to mail your application, it must be received in our office no later than one week following the closing date in order to be considered. No exceptions will be made to this requirement.**

For further information regarding this announcement contact Wanda Fisher on (202) 523-5773 or by e-mail at humanresources@fmc.gov. NOTE: The filing of job applications is a personal matter, not official government business. Such personal mail is, therefore, subject to payment of postage by the employee. Applications received in official postage-paid or government franked envelopes will not be acknowledged or considered. Applications submitted become the property of the Federal Maritime

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Commission and will not be returned.

Relocation expenses will not be paid.

All status applicants must meet time-in-grade requirements by the closing date.

New appointments to the Federal Government are made at the minimum rate of the grade, e.g., step 1, except in certain rare instances as determined by OPM.

As a condition of employment, new appointees to the Federal service will be subject to a background investigation and are required to complete a 1-year probationary period.

If selected, applicants must complete an OF-306, "Declaration for Federal Employment." Failure to comply may be grounds for withdrawal of an offer of employment. Selectees will be required to provide documentation that establishes his/her identity and employment eligibility as required by the Immigration Reform and Control Act of 1986 (Public Law 99-103, dated November 6, 1986).

Male selectees born after December 31, 1959 must complete a Pre-Appointment Certification Statement for Selective Service Registration. Failure to comply may be grounds for withdrawal of an offer of employment or termination after employment.

Interagency Career Transition Assistance Plan (ICTAP)/Career Transition Assistance Plan (CTAP) eligibles must be well-qualified for the position in order to receive special selection priority. To be considered well-qualified, candidates must meet all eligibility and qualifications requirements and must meet the fully successful level using the established rating criteria. Documentary evidence, e.g., Reduction-in-Force (RIF) Notice, Certification of Expected Separation, SF-50 documenting separation by RIF, or a letter from OPM or your agency documenting your priority consideration status **MUST accompany your application in order to receive special selection priority.**

Displaced District of Columbia Government, Department of Corrections employees will be eligible for priority consideration and competitive appointment (Public Law 105-274). Eligible candidates are not restricted by geographic location or grade level in jobs for which they apply. Documentary evidence is the same as stated above.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and/or hiring process, please contact the Office of Human Resources on (202) 523-5773. The decision on granting reasonable accommodation will be made on a case-by-case-basis.

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.

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