



National Science Foundation

Excepted Position Vacancy

ANNOUNCEMENT NO: E20050113

OPEN: 07/29/05

CLOSE: 08/15/05

THIS IS A PERMANENT POSITION.

POSITION VACANT: Biologist (Program Director) AD-401-4. Annual salary ranges from \$88,369 to \$137,713.

PROMOTION POTENTIAL: Biologist (Program Director) AD-401-4.

LOCATION: Directorate for Biological Sciences, Division of Biological Infrastructure, Biological Databases & Informatics Program, Arlington, VA.

RELOCATION: Expenses will be paid.

BARGAINING UNIT STATUS: This position is included in the bargaining unit and will be filled in accordance with the merit staffing provisions of the Collective Bargaining Agreement Article VIII.

AREA OF CONSIDERATION: All Sources.

THIS POSITION IS OUTSIDE THE COMPETITIVE CIVIL SERVICE

Appointment to this position will be made under the Excepted Authority of the NSF Act. Candidates who do not have civil service status or reinstatement eligibility will not obtain civil service status if selected. Candidates currently in the competitive service will be required to waive competitive civil service rights if selected. Usual civil service benefits (retirement, health benefits, life insurance) are applicable for appointments of more than one year. Disabled veterans with 30% service-connected disabilities as well as other applicants with severe disabilities will be considered without regard to the closing date if applications are received prior to final selection.

In the 21st Century biology, informatics has become a key research tool needed for biologists to manage enormous amounts of research data that are disparate in nature and are distributed in many locations. Informatics tools are the key in storing the data in such a way that they can be accessed, analyzed, and utilized by the scientific community at large to advance the field of biological sciences. At the NSF-wide level, cyberinfrastructure is now a major strategic focus as well. DBI has traditionally played a leading role in the Directorate for Biological Sciences (BIO) in providing support for research in the area of biological databases and informatics tools development. The incumbent, therefore, is expected to participate in BIO-wide and NSF-wide program activities that require significant expertise in informatics and broad knowledge in cyberinfrastructure.

DUTIES AND RESPONSIBILITIES: The incumbent of this position will serve as Program Director for the Research Resources cluster, with primary responsibilities for cyberinfrastructure related activities in the Division of Biological Infrastructure (DBI).

The person selected will also be responsible for the planning and administration of the Program within the framework of legislation, agency policies, missions, objectives and resources and serves as spokesperson for the Program with regard to the scientific community.

The Program Director is also responsible for: (1) initiating, developing, implementing, maintaining, and carrying out those procedures and operations necessary to further develop and operate a cutting-edge program to encourage and support research in BIO-related databases and in development of informatics tools for biological sciences; (2) advising the Assistant Director for BIO and advising the Division Directors and the Program Officers of BIO on matters and policies regarding cyberinfrastructure as related to biological sciences; (3) advising the BIO research community on matters pertaining to cyberinfrastructure; (4) serving as the Directorate's representative and liaison with other Foundation directorates and offices; (5) serving as the Directorate's representative and liaison with other agencies and organizations in matters pertaining to cyberinfrastructure; and (6) staying abreast of the latest developments in the field of cyberinfrastructure as they relate to biological sciences. The incumbent will also perform the following standard duties:

- Manage program resources so as to provide appropriate scientific judgment to insure: integrity and consistency in the grant/declination process without conflict-of-interest; balance among appropriate sub-fields and institutions; and participation of all qualified scientists.
- Provide scientific expertise, evaluation and advice for other programs in NSF, including international programs, other research programs, and cross-directorate programs.
- Maintain a healthy balance of support for all the needs of the research and education enterprise either through program, division, directorate, Foundation, or interagency activities.
- Encourage and support integrative research in emerging areas of biological sciences through communicating opportunities to the broad scientific community and evaluating proposals.
- Manage an effective, timely peer review process, ensuring broad participation of reviewers and increasing involvement of under-represented groups in program activities.
- Processes recommended grant applications and declinations, contacting successful applicants prior to the award of the grant and unsuccessful applicants as necessary.
- Follow the progress of research of grantees through site visits, progress and fiscal reports, and correspondence. Provide assistance to investigators whenever possible

QUALIFICATIONS REQUIRED: Applicants must possess a Ph.D. or equivalent experience in a field of biology relevant to the NSF field of BIO such as plant biology, environmental biology, and biodiversity, plus six or more years of successful research, research administration, and/or managerial experience in biological databases, information sciences, or systems biology beyond the Ph.D.

QUALITY RANKING FACTORS:

1. Demonstrated broad knowledge and understanding of scientific principles, theories and technologies applicable to the biological sciences in general, and cyberinfrastructure biological sciences in particular.
2. Research, analytical and technical writing skills, evidencing the ability to perform extensive inquiry into a wide variety of significant issues and to make recommendations and decision based on findings.
3. Ability to organize, implement and manage a proposal-driven grant program, allocating resources to meet a broad spectrum of program goals.
4. Knowledge of management and organizational concepts, principles, practices and techniques, with expertise in large project management and/or research administration.
5. Ability to interact with the scientific community and peers, and to advocate program policies and plans.

BASIS FOR RATING: Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities specified in the Quality Ranking Factors. Current performance appraisal, letter(s) of recommendation, and awards may also be used in the evaluation process.

CONDITIONS OF EMPLOYMENT: Appointment to the position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year trial period may also be required.

HOW TO APPLY: You may apply for this position with the *Optional Application for Federal Employment* (OF-612), the older *Application for Federal Employment* (SF-171), a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). You must also submit a current Performance Appraisal or letter(s) of recommendation from professionals who can comment on your capabilities. In order to ensure full consideration, it is recommended that you submit a supplemental statement which specifically addresses how your background and experience relate to each Quality Ranking Factor listed on this announcement.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information: ♦ Your country of citizenship. ♦ Your social security number. ♦ Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s). If no degree, show total credits earned and indicate whether they are semester or quarter hours. ♦ Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately. ♦ If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. ♦ The brochure *Applying for a Federal Job* provides information on the Federal job application process; it is available by calling the number listed below. **If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

Applications may be submitted via e-mail to mloyd@nsf.gov send all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number E20050113. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information is used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Myra Loyd, on (703) 292-4386. Hearing impaired individuals may call TDD (703) 292-8044.

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HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION**

NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY

OMB No. 3145-0096
Expiration: 7/31/2005

Vacancy Ann. #: _____ Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____ 2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

- 01 - Newspaper (specify) _____
- 02 - Contact with NSF Personnel Office (Agency Bulletin Board or other Announcement)
- 03 - NSF-initiated personal contact
- 04 - Science Magazine, or other professional journal or magazine (specify) _____
- 05 - Affirmative Action Register
- 06 - Attendance at conference, meeting or job fair (specify) _____
- 07 - NSF recruitment at school or college
- 08 - Colleague referral
- 09 - NSF Bulletin
- 10 - Federal, State or local job information center
- 11 - State vocational rehabilitation agency or Veterans Administration
- 12 - State employment office
- 13 - School or college counselor or other official
- 14 - Private job Information service
- 15 - Private employment service
- 16 - Friend or relative working at NSF
- 17 - Friend or relative not working at NSF
- 18 - NSF website
- 19 - Internet or other website
- 20 - Other (specify) _____

4. Select the ethnic category with which you most closely identify:

- A. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- B. **Not Hispanic or Latino.**

5. Select one or more racial category with which you most closely identify:

- A. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- B. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- C. **Black or African American.** A person having origins in any of the black racial groups of Africa.
- D. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- E. **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

6. Sex (Circle the appropriate letter.) F - Female M - Male

7. Please provide information on your disability status by circling the appropriate category below:

- 1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis;
- 6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER