



# National Science Foundation

## *Excepted Position Vacancy*

**ANNOUNCEMENT NO:** E20010078A

**OPEN:** 1/05/2001

**CLOSE:** 2/05/2001

**Vacancy amended to change opening date and to announce corresponding temporary vacancy.**

**THIS IS A PERMANENT POSITION.**

**Individuals wishing to apply for a temporary position see vacancy announcement number E20010079**

**POSITION VACANT:** Materials Processing and Manufacturing Program Manager, AD-4. This is an interdisciplinary position and may be filled in the Engineering 800 series. Salary ranges from \$71,954 to \$121,264 per annum. (Salary subject to change with Federal pay increase in January 2001).

**PROMOTION POTENTIAL:** Materials Processing and Manufacturing Program Manager, AD-4.

**LOCATION:** Directorate for Engineering, Division of Design, Manufacture and Industrial Innovation, Manufacturing Processes and Equipment Program, Arlington, VA.

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

**AREA OF CONSIDERATION:** All Sources.

### **THIS POSITION IS OUTSIDE THE COMPETITIVE CIVIL SERVICE**

If not filled under IPA, 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.

### **DUTIES AND RESPONSIBILITIES:**

- Plans and administers the relevant program within the framework of legislation, agency policies, missions, objectives and resources and serves as spokesperson of the program and with the scientific, engineering, and business community.
- Implements the proposal review and evaluation process for the relevant program (e.g., review of proposals; selection of reviewers; management of program; and allocation of budget).
- Implements new or revised policies, and develops technical, fiscal, and administrative approaches to improve the activities and management of the program.
- Manages and monitors grants and interagency agreements to ensure fulfillment of commitments to/and by NSF.
- Designs, develops, manages, coordinates, and implements solicitations, conferences, publications, reports and research and study projects.
- Develops and presents clear and concise explanations and interpretations of NSF policies and research program initiatives for the academic community, large industrial firms, the investment community, state and local governments, and other federal agencies.
- Serves as the NSF's representative on permanent or ad hoc committees.

**QUALIFICATIONS REQUIRED:** Applicants must have a Ph.D. or equivalent experience in engineering plus six or more years of successful research, research administration, and/or managerial experience pertinent to the position. The position requires a highly developed knowledge of the manufacturing enterprise, as it pertains to the integration of the engineering sciences, materials science, and mathematics with design within a systems framework for the production of economically viable product. Innovation, optimization and modification of discrete manufacturing processes require the knowledge of materials and their behaviors under environmental influences, during and subsequent to processing. Fundamental understanding of, and the ability to utilize, advances in materials science and engineering as they pertain to the interrelationship of process, structure and properties; and knowledge of, and ability to apply, pertinent engineering systems principles and practices including considerations such as cost, environmental impact, design decision-making, fabrication, performance and use are necessary. The applicant should possess, demonstrated experience in providing leadership to multi-disciplinary research programs, or managing research and product development activities. Applicants must be U.S. Citizens or have Permanent Residency.

**QUALITY RANKING FACTORS:**

- Ability to create and implement a vision for future directions in Unit Manufacturing Processes research based upon a broad knowledge and understanding of the technologies, economics and fundamental principles.
- Ability to define program goals that recognize the broad spectrum of global industry issues and academic research needs and to organize, implement and manage a proposal-driven technology grant program allocating resources to meet those goals.
- Knowledge and demonstrated implementation capability of managerial and organizational concepts, principles, practices and techniques in order to plan, manage and direct multi-disciplinary and cross functional teams across the federal government.
- Research, analytical and technical writing skills that evidence the ability to perform extensive inquiry of significant issues, to analyze within the systems perspective, and to make recommendations and decisions based on findings.

**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 recommendations, and awards may also be used in the evaluation process.

**CONDITIONS OF EMPLOYMENT:** Appointment to this position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year probationary 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). Status candidates must also submit a *Notification of Personnel Action* (SF-50), showing competitive status, and a current Performance Appraisal. 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: •Specify your country of citizenship. • Specify your social security number. •Typing speed and number of errors per minute. •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 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.**

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number E20010078A.

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 will be used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Yvonne Woodward, 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: August 2002

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

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

- A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.
- B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.
- C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.
- D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

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

6. 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.

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**FOR AGENCY USE**

Agency Code: \_\_\_\_\_

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**