



# National Science Foundation

## *Excepted Position Vacancy*

**ANNOUNCEMENT NUMBER:** E20010091    **OPEN:** 01/30/01    **CLOSE:** 03/02/01

**THIS IS A TEMPORARY POSITION NOT TO EXCEED ONE YEAR. APPOINTMENT MAY BE EXTENDED UP TO TWO ADDITIONAL YEARS.**

**POSITION VACANT:** SBIR/STTR Electronics Program Manager, AD-340-4. Salary ranges from \$74,697 to \$116,414 per annum.

**LOCATION:** Directorate for Engineering, Division of Design, Manufacture and Industrial Innovation, Small Business Innovation Research & Small Business Technology Transfer Programs, Arlington, VA.

**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 civil 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:** The incumbent of this position:

- 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.
- Works with program staff NSF-wide especially within the Directorate for Engineering, the Directorate of Computer Information Science & Engineering, the Directorate for Mathematical and Physical Sciences and the Directorate for GeoSciences to apprise them to the requirements of SBIR and sensitize them to the requirements of the small business community.
- Designs, develops, manages, coordinates, and implements small business 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 small businesses, the academic community, large industrial firms, the investment community, state and local governments, and other federal agencies.
- Serves as NSF's representative on permanent or ad hoc committees.

**QUALIFICATIONS REQUIRED:** Applicants must have a Ph.D. or equivalent experience, in electrical engineering or applied physics or computer engineering or a closely related field, and six years of successful research experience, research administration, and/or managerial experience in new electronic-product design, development and engineering, as well as new business development. The applicant should possess, demonstrated experience in providing leadership to multi-disciplinary research programs, or managing research and electronic-product development activities in a business environment, preferably in a small business setting.

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

**HOW TO APPLY:** You may apply for this position with a resume or other application format of your choice; it should contain the information summarized below. You must also submit a current performance appraisal or letters of recommendation from professionals who can comment on your capabilities.

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.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also include the following information: \*Specify your country of citizenship. \*Your Social Security Number. \*Information about your education, including your education, including (1) high school graduation date and (2) college/university information-your major and year of degree(s). \*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 salary. If you held various positions with the same employer, describe each separately. 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 along with letters of recommendations to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Ms. Yvonne Woodward, Announcement Number E20010091. 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.** Inquiries of a technical nature regarding this position may be directed to Dr. Kesh Narayanan, Division of Design Manufacture and Industrial Innovation at (703) 292-7076. For additional information call Yvonne Woodward, on (703) 292-4386. Hearing impaired individuals may call TDD (703) 292-8044.

**NSF IS AN EQUAL OPPORTUNITY COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION**

NATIONAL SCIENCE FOUNDATION  
APPLICANT SURVEY

Form Approved  
OMB No. 3145-0096  
Expiration: August 2000

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