



National Science Foundation

Excepted Position Vacancy

ANNOUNCEMENT NO: E20040013 **OPEN:** 10/ 31/2003 **CLOSE:** 01/28/2004

THIS IS A PERMANENT POSITION.

POSITION VACANT: Physical Science Administrator (Program Officer), AD-1301-4, salary ranges from \$81,602 to \$127,168 per annum.

PROMOTION POTENTIAL: Physical Science Administrator (Program Officer), AD-1301-4.

LOCATION: Directorate for Geosciences, Division of Earth Sciences (EAR), Earthscope 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 VII.

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 currently in the competitive civil service will be required to waive competitive civil service rights if selected. 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 the final selection.

DUTIES AND RESPONSIBILITIES: Serves as Program Officer for the EarthScope Program located in the Division of Earth Sciences. The Division of Earth Sciences is responsible for managing the major earth sciences activities supported by the Foundation. It administers programs in support of basic research, facilities, and other scientific activities. The Earth Sciences programs are devoted to increasing basic knowledge of the structure and evolution of the earth. The EarthScope Program covers a wide range of scientific areas and the EarthScope facility includes the seismic element USArray, the geodetic element Plate Boundary Observatory (PBO), and the drilling and deep instrumentation element San Andreas Fault Observatory at Depth (SAFOD). The incumbent of this position will be responsible for the following:

- Overseeing the EarthScope facility construction, operation and maintenance. Managing and monitoring grants, cooperative agreements, interagency agreements, and contracts. Revising project budgets and project descriptions as necessary and providing guidance and overseeing management of projects to the extent appropriate.

- Overseeing the EarthScope science component. Planning, reviewing, coordinating and managing basic research with support from other Program Officers in the Division.
- Maintaining a healthy balance of support for all the needs of the research and education enterprise either through program, division, directorate, Foundation, or interagency activities.
- Managing program resources so as to provide optimal appropriate scientific judgment to insure integrity and consistency in the grant/declination process without conflict-of-interests, and with balance among appropriate sub-fields and institutions, and participation of all qualified scientists. Incorporate cross-directorate responsibilities into program administration.
- Managing an effective, timely merit review process, with attention to increasing the size and quality of the reviewer pools and insuring participation by women, minorities and disabled scientists.
- Providing scientific expertise, evaluation and advice for other programs in NSF, including international programs, other research programs, and cross-directorate programs.
- Advising and assisting in the development of short and long-range plans, establishing goals and objectives for research programs. Planning the budget for the program/programs. Considering past, present and future years, allocating resources within that budget, distributing scarce resources among major competitive programs, and managing post-award evaluation.

QUALIFICATIONS REQUIRED: Applicants must possess a Ph.D. or equivalent experience in an appropriate field of earth science. Also required are at least six or more years of successful research, research administration, and/or managerial experience beyond the Ph.D. pertinent to the position.

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 is required.

QUALITY RANKING FACTORS: Final ranking is based upon job-related experience, training, education, awards, performance appraisals or letters of recommendation, and the following knowledge, skills, and abilities:

- Ability to manage large facility construction, operations and maintenance.
- Knowledge of geophysics or subfields such as seismology, space-based geodesy, geology, drilling technology, hydrogeology, stratigraphy, geochemistry, tectonics and general earth structure.
- Skills in conducting scientific/technical analyses of proposals, and conducting final review of proposals and evaluations to recommend awards or declinations based on scientific merit and societal impact, and evaluation of the availability of resources.
- Ability to manage and monitor grants, contracts, and cooperative agreements to ensure fulfillment of commitments and providing guidance to program staff as well as oversight and program management.
- Skill in preparing program budget and operating requirements and in serving in a lead capacity for coordinating a budget request plan.

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 submit a current Performance Appraisal or letters of recommendation from professionals who can comment on your capabilities.

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). * 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 ywoodwar@nsf.gov or submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number E20040013. 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 Yvonne Woodward, on (703) 292-4386. Hearing impaired individuals may call TDD (703) 292-8044.

NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A 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.)

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|---|---|
| 01 - Newspaper (specify) _____ | 10 - Federal, State or local job information center |
| 02 - Contact with NSF Personnel Office
(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or
Veterans Administration |
| 03 - NSF-initiated personal contact | 12 - State employment office |
| 04 - Science Magazine, or other professional journal or magazine
(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
(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. 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.

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FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER