

# National Science Foundation

## *Excepted Position Vacancy*

**ANNOUNCEMENT NO:** E20050024

**OPEN:** 12/7/04

**CLOSE:** 1/5/05

**THIS IS A TEMPORARY POSITION NOT TO EXCEED 13 MONTHS. APPOINTMENT MAY BE EXTENDED UP TO TWO ADDITIONAL YEARS FOR A TOTAL OF THREE YEARS.**

**POSITION VACANT:** SBIR/STTR Information Technology Program Manager, AD-340-4. Salary ranges from \$85,210 - \$132,791 per annum.

**PROMOTION POTENTIAL:** SBIR/STTR Information Technology Program Manager, AD-340-4.

**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.

**RELOCATION:** Expenses will be paid.

**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 will:

- Plan and administer the relevant program within the framework of legislation, agency policies, missions, objectives and resources and serve as spokesperson for the program to the scientific, engineering, and business communities.
- Implement 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).
- Implement new or revised policies, and develop technical, fiscal, and administrative approaches to improve the activities and management of the program.
- Manage and monitor grants and interagency agreements to ensure fulfillment of commitments to/and by NSF.

- Work 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, the Directorate for Social Behavior and Economic Sciences and Education and Human Resources Directorate to apprise them of the requirements of SBIR and to sensitize them to the requirements of the small business community.
- Design, develop, manage, coordinate, and implement small business solicitations, conferences, workshops, publications, reports and research and study projects.
- Develop and present 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.
- Serve as the NSF's representative on permanent or ad hoc committees.

#### **QUALIFICATIONS REQUIRED:**

Applicants must have a Ph.D., or equivalent experience, in Computer Science, Information Technology, Electrical Engineering, Operations Research or a closely related field. They must also have at least six years of successful managerial, research administration, and/or research experience in Information Technology (IT) or IT-electronics/product architecture or other Information Technology applications. Experience in new business development, preferably in a small business setting, is essential.

**CONDITIONS OF EMPLOYMENT:** Appointment to this position is contingent upon successful completion of the appropriate background investigation.

**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 (SF750), showing competitive status, and current Performance Appraisal. You must specify the job announcement number, and titles and grade(s) of the job for which you are applying. You should also include 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 semester or quarter hours. \* Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name, 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.**

Applications may be submitted via email to [mloyd@nsf.gov](mailto:mloyd@nsf.gov) or submit application material to the National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number **E20050024**. 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. This 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) 292-8330. For additional information

call HR Representative Myra Loyd on (703) 292-4363. Hearing impaired individuals should 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.)

- |   |   |
|---|---|
| 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. 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**