



National Science Foundation

Excepted Position Vacancy

ANNOUNCEMENT NO: E20070002

OPEN: 10/11/06

CLOSE: 12/12/06

THIS IS A PERMANENT POSITION.

POSITION VACANT: Biological Science Administrator (Program Director) AD-401-4. Annual salary ranges from \$91,407 to \$142,449.

PROMOTION POTENTIAL: Biological Science Administrator (Program Director) AD-401-4.

LOCATION: Directorate for Biological Sciences, Division of Environmental Biology, **Systematic Biology & Biodiversity Inventories Cluster, 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.

DUTIES AND RESPONSIBILITIES: The incumbent is responsible for the planning and administration of the programs relevant to systematic and population biology within the framework of legislation, agency policies, missions, objectives, and resources, and serves as spokesperson for the program to the scientific community, and is responsible for the management of research and other scientific activities primarily through Federal grants and contracts to academic, non-profit, and non-academic institutions (professional organizations and the private sector). The selected person will be responsible for long range planning and budget development for the areas of science represented by the Systematic Biology and Biodiversity Inventories Cluster, administration of the peer review process and proposal recommendations, the preparation of press releases, feature articles and material describing advances in research, and coordination and liaison with other programs in NSF and other Federal agencies and organizations. Additional duties and responsibilities include the following:

- 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, synthetic, and interdisciplinary research involving the biological sciences by 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.
- Process recommended grants and declinations, contacting successful applicants prior to the award of the grant and unsuccessful applicants as necessary.
- Follow the progress of grantees through site visits, progress and fiscal reports, and correspondence. Provide assistance to investigators whenever feasible.

QUALIFICATIONS REQUIRED: Applicants must possess a Ph.D. or equivalent experience in a field of environmental biology plus six or more years of successful research, research administration, and/or managerial experience 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 systematic biology 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 decisions 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 or research administration.
5. Ability to interact with the scientific community and peers, and to advocate program policies and plans.
6. Understanding of, and dedication to, the promotion of both intellectual merit and broader impacts of research and education activities.

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 jsjones@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 E20070002. 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 RESUMES MUST BE RECEIVED BEFORE MIDNIGHT EASTERN TIME ON THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call June Jones, on (703) 292-8251. Hearing impaired individuals may call TDD (703) 292-8044.

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