



National Science Foundation

Excepted Position Vacancy

ANNOUNCEMENT NO: E20050102

OPEN: 08/01/05

CLOSE: 10/01/05

THIS IS A PERMANENT POSITION.

POSITION VACANT: Program Manager AD 1330-4. Annual salary ranges from \$88,369 to \$137,713.

LOCATION: Directorate for Mathematical and Physical Sciences, Division of Astronomical Sciences, 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: This position is located in the Directorate for Mathematical and Physical Sciences. The Division of Astronomical Sciences (AST) of the National Science Foundation is the primary source of support for ground-based astronomy in the U.S. The Division supports a broad range of activity from funding national observational facilities to the research programs of individual scientists and graduate students. AST supports the development and operation of four National Astronomy Centers: the National Optical Astronomy Observatory (NOAO), the National Solar Observatory (NSO), the National Radio Astronomy Observatory (NRAO), and the National Astronomy and Ionosphere Center (NAIC). The Division provides the U.S. share of funding for two international facilities - the operation of the Gemini Observatory and the construction of the Atacama Large Millimeter Array (ALMA). Division programs also support the development of advanced technologies and instrumentation, the planning and design for future observational facilities and major collaborative projects in astronomy, and the management of the electromagnetic spectrum for scientific use. The Division also supports individual investigators and small groups engaged in a broad array of observational, theoretical, and laboratory research aimed at understanding the states of matter and physical processes in the Solar System, our Milky Way galaxy, and the Universe. Special grants and fellowship programs for young faculty, postdoctoral researchers, and undergraduate students are designed to encourage the activities of researchers engaged in education and outreach, and to increase the participation of

underrepresented minorities in science. More information about the Division and their programs can be found on their website at <http://www.nsf.gov/div/index.jsp?div=AST>.

The Program Manager will have primary responsibility for the oversight and management of one or more major astronomical observational facilities and/or large projects supported by the Division. Responsibilities involve planning and budgeting for the facility; reviewing and approving program plans, budgets, contracts, etc; monitoring the performance of the managing organization; and serving as the principal contact for administrative and programmatic matters concerning the facilities or projects. Activities also include planning, budget development, the preparation of written material about the research supported by the Division, and interactions with other NSF programs, Federal agencies and organizations. Final programmatic and management responsibility will depend on the expertise and qualifications of the candidate. Program directors are expected to bring their scientific expertise to the activities of the Division, and to serve as a liaison between the astronomical community and NSF, disseminating information about NSF and Division activities and opportunities. Incumbents are expected to work with the astronomical research and education community to broaden the diversity of participants in NSF programs. Program Directors are encouraged to participate in ongoing long-range and strategic planning and program development within the Astronomy Division. There are opportunities to participate in Foundation or Directorate-wide activities in areas of education, facilities management, strategic planning and program development.

QUALIFICATIONS REQUIRED: Applicants must possess a Ph.D. or equivalent experience in astronomy, astrophysics, or a closely related field. In addition, six years of successful research, research administration, and/or managerial experience pertinent to the program is required.

QUALITY RANKING FACTORS:

1. Broad knowledge and understanding of the scientific principles of research applicable to physical sciences in general.
2. Ability to communicate effectively, both orally and in writing, in order to present information accurately and effectively in order to serve as liaison both within and outside the agency.
3. Knowledge of scientific programs sufficient to understand the rationale for priorities, importance of developing areas, relations to other fields, and potential for contribution to achievement of national goals.
4. Advanced analytical abilities, and the capacity to synthesize multiple sources of information and develop original methods and solutions.

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.

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 lcodario@nsf.gov or send all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number E20050102. 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 Lisa Codario on (703) 292-4351. For Technical information contact Dr. Eileen D. Friel at (703) 292-4895. 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: 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) _____
- 02 - Contact with NSF Personnel Office (Agency Bulletin Board or other Announcement)
- 03 - NSF-initiated personal contact
- 04 - Science Magazine, or other professional journal or magazine (specify) _____
- 05 - Affirmative Action Register
- 06 - Attendance at conference, meeting or job fair (specify) _____
- 07 - NSF recruitment at school or college
- 08 - Colleague referral
- 09 - NSF Bulletin
- 10 - Federal, State or local job information center
- 11 - State vocational rehabilitation agency or Veterans Administration
- 12 - State employment office
- 13 - School or college counselor or other official
- 14 - Private job Information service
- 15 - Private employment service
- 16 - Friend or relative working at NSF
- 17 - Friend or relative not working at NSF
- 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