



# National Science Foundation *Senior Executive Service* *Vacancy*

**ANNOUNCEMENT NUMBER:** S20050109-C

**OPEN:** 07/14/2005

**CLOSE:** 08/12/2005

**POSITION VACANT:** Deputy Director, Division of Information Systems, Office of Information & Resource Management  
**LOCATION:** Arlington, Virginia

**SALARY RANGE:** The Federal pay range for Senior Executive Service positions is \$107,550 to \$149,200 per annum

**AREA OF CONSIDERATION:** Qualified Federal Employees. **Announcement is for a career appointment.**

**STATEMENT OF DUTIES:** The incumbent serves as Deputy Director to the Division of Information Systems (DIS). The National Science Foundation, an independent Federal agency, promotes and advances science and engineering in the United States through research and education programs that invest over \$5.0 billion per year, reaching over 2,000 institutions across the nation, and involving almost 200,000 researchers, teachers, and students. The Division of Information Systems administers the agency's sophisticated technological infrastructure, providing the hardware, software, and support systems to enable the agency's mission to advance scientific and engineering research and education through its grants and financial management processes.

Responsibilities of the Division include all aspects of planning, acquisition, development, testing, implementation, and operations for a wide range of custom and commercially developed business solutions and applications; management of the agency wide information and information technology security program; Help Desk services supporting over 100,000 customer calls a year; network administration and operations for internal and external local area networks; corporate data center operations; hardware/operating system hosting and administration services; enterprise architecture services; configuration management; testing and quality assurance services; data archiving and storage services; telecommunications services; program management services, including IT project management and software engineering services; strategic and tactical planning; investment planning and budgeting; and contract administration. The Deputy Division Director participates fully with the Division Director in the management of the Division, including day-to-day staff management responsibilities of approximately 65 civil service staff and 200 contractor staff, and serves as the Acting Division Director in the absence of the Director. The Deputy Division Director position has primary focus on day-to-day operations and delivery of business application, data center, and network services supporting approximately 1200 staff located in Arlington, Virginia and approximately 250,000 scientists, educators, technology experts, and administrators from the scientific and academic community who use the Foundation's systems.

## QUALIFICATIONS REQUIREMENTS EXECUTIVE/MANAGERIAL

### Essential

- 1. Leading Change.** Demonstrated ability to develop and implement an organizational vision that integrates key national and program goals, priorities, values and other factors. Inherent to it is the ability to balance change and continuity – to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity, and persistence, even under adversity.
- 2. Leading People.** Demonstrated ability to achieve organizational objectives by creatively managing and motivating staff. Includes the knowledge and ability to promote quality through the effective use of performance standards and assessment. Includes leveraging diversity and other differences, promoting developmental opportunities for staff, fostering commitment and team spirit, and constructively resolving conflicts.
- 3. Results-Driven Leadership.** Demonstrated knowledge and ability in planning, prioritizing, and coordinating large, complex programs. Includes the ability to make timely and effective decisions and to produce results through strategic planning, and the implementation and evaluation of programs and policies. Includes the ability to address and balance complex and diverse program requirements within available resources.

4. **Business Acumen.** Demonstrated ability to utilize human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission, and to take advantage of new technologies to enhance the effectiveness of decision making. Includes demonstrated ability in recruiting and selecting staff, allocating financial resources, and managing budgetary processes.
5. **Building Coalitions/Communication.** Demonstrated ability to serve as the senior spokesperson for a major organization involved in the support of science and engineering research and education development initiatives, and to foster partnerships. Includes the ability to interact constructively with Federal officials, members of the academic research community, representatives of professional organizations, and the private sector on complex policy-level and technical issues.

## PROFESSIONAL/TECHNICAL

### Essential

1. Advanced degree or equivalent professional experience or a combination of education and experience in computer science, information systems, business management, or related field.

2. **Building Consensus:** Enhances collaboration among individuals and groups by using consensus-building skills. Objectively summarizes opposing points of view. Incorporates all points of view and assists in arriving at agreement. Uses differences in opinion to build alternative solutions to problems or concerns.

*Describe a time where your team did not agree on a course of action. How did you facilitate consensus? Was the outcome one of the original points of view or a compromise?*

3. **Negotiating and Influencing:** Explores and articulates alternatives to gain support and acceptance for ideas, obtain resources, commitments and/or agreements. Presents compelling rationale to persuade others to accept recommendations, to cooperate, or to change their behavior.

*Describe a situation where you had to convince management to take action. How did you describe the issue and come to resolution?*

4. **Resolving Conflict:** Listens actively to and strives to understand competing interests to develop and analyze options for resolving conflicts. Defines barriers and mediates difference to reach acceptable and viable solutions. Creates an environment in which conflicts can be identified and resolved. Displays sensitivity to individual difference in the conflict resolution process while working toward reaching consensus. Makes use of the organizations resources to resolve conflict appropriately.

*Give an example of a time when multiple teams or organizations could not come to agreement on appropriate strategies or actions. What was your role in resolving the conflict and what was the outcome?*

5. **Customer Service:** Works with internal and external customers and the broader community to assess and understand their issues, needs, and priorities. Provides information or assistance, offers solutions to problems, facilitates discussions and strives to satisfy expectations. Values and contributes to the idea of service to the public.

*Give an example of your experience directing and managing day-to-day operations for an organization that provides state of the art, high quality technology solutions and data center services to a large and diverse customer base.*

*Describe a time when you felt it was necessary to modify your or your team's plan in order to respond to customer needs. How did you assess the situation and what was the resolution?*

6. **Executing Task:** Meets the requirements of multiple tasks concurrently and contributes to work quality. Carries out work activities in a timely manner and delivers on assignments and agreements. Structures and organizes work priorities and resource, including coordination of multiple individuals to ensure effective completion of work within cost and/or time constraints. When necessary, seeks out appropriate resources and support to accomplish work successfully.

*Give one best example of your success in planning for, acquiring or developing, implementing and maintaining large scale, multi-million dollar business information systems.*

*Describe a project that was behind schedule or over budget. What happened to create the problem and what did you do to fix it?*

## GENERAL INFORMATION

The Senior Executive Service (SES) covers managerial positions above GS-15 in the Federal Service. Persons appointed to the SES are eligible for health benefits, life insurance, social security, Federal retirement and thrift savings plan coverage, and participate in the Federal leave system. Career appointees are eligible for bonuses based on performance in addition to base pay. Competitive status is not required, veteran's preference does not apply and there are no grade restrictions. New appointees to the SES are required to serve a one-year probationary period. **Final selection of career appointees requires the approval of the U.S. Office of Personnel Management. OPM approval will be based on the selectee's background in the following 5 executive core qualification areas: (1) Leading Change, (2) Leading People, (3) Results Driven Leadership, (4) Business Acumen, and (5) Building Coalitions/Communication.** These areas are incorporated in the 5 executive/managerial requirements for the position. Information about the leadership requirements for SES-level positions is available on the U.S. Office of Personnel Management website at <http://www.opm.gov/ses/handbook.html>. The individual selected will be required to file an "Executive Branch Personnel Public Financial Disclosure Report" (SF-278) in accordance with the Ethics in Government Act of 1978.

## EVALUATION METHOD

Applicants will be screened for basic eligibility according to the essential qualification requirements. Eligible applications will be reviewed by an Evaluation Panel according to criteria based on the qualification requirements. The best-qualified candidates will be referred to the appropriate official who will recommend selection. All applicants will be considered without regard to race, color, religion, sex, national origin, political affiliation, marital status, physical disability, age, membership in an employee organization or other non-merit reason. Any applicant may request information or appeal the procedures and operations of the merit staffing process to the Executive Resources Board.

## APPLICATION INSTRUCTIONS

**IN ORDER TO RECEIVE FULL CONSIDERATION, YOU MUST SUBMIT A SUPPLEMENTAL STATEMENT THAT SPECIFICALLY ADDRESSES HOW YOUR BACKGROUND AND EXPERIENCE RELATE TO EACH OF THE EXECUTIVE/MANAGERIAL AND PROFESSIONAL/TECHNICAL REQUIREMENTS LISTED ON THIS ANNOUNCEMENT (SEE NUMBER 2 BELOW)**

**1.) Resume or other application format of your choice.** Your application should contain the following information: Country of citizenship. Information about your education, your major, and type and year of degree(s). Information about all your work experience, 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 have held various positions with the same employer, describe each separately. The brochure *Applying for a Federal Job* (OF 510) provides information on the federal job application process; it is available on OPM's website at <http://www.opm.gov/forms/html/of.htm>.

**2.) Narrative statement addressing your background in terms of (a) the executive/managerial and (b) the professional/technical requirements. Address the essential professional/technical requirements by answering the questions below each competency.**

**3.) NSF Form 1232, "Applicant Survey."** Submission of this form is voluntary and will not affect your application for employment. The information provided will be used only for statistical purposes.

**APPLICATION SUBMISSION: Applications must be received by the closing date on this announcement. Applications may be transmitted electronically to [execsrch@nsf.gov](mailto:execsrch@nsf.gov) or mailed or delivered to the following address:** National Science Foundation, Division of Human Resource Management, Executive Personnel, Room 315, ATTN: S20050109-C, 4201 Wilson Blvd., Arlington, VA 22230. Inquiries or questions should be directed to: Executive Personnel Staff at (703) 292-8755; hearing impaired individuals should call TDD (703) 292-8044. Additional information on the NSF mission, structure, programs and operations may be accessed through our Homepage <http://www.nsf.gov/>. 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 on this vacancy announcement.

**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) \_\_\_\_\_
- 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