



**DEPARTMENT OF THE TREASURY
DEPARTMENTAL OFFICES
CAREER OPPORTUNITY**

**Public Affairs Specialist, GS-1035-14
Career or Career-Conditional Appointment**

**This announcement is a solicitation for applications from all sources.
No prior civil service is required.**

**VACANCY ANNOUNCEMENT NUMBER
2004-038VCJ**

The Office of Personnel Resources will be accepting applications for this position from **January 26, 2004** through **February 20, 2004**. All applications must be received by **February 20, 2004**.

A full time (40 hours per week) position is available for a **Public Affairs Specialist** in the organization of **Community Development Financial Institutions Fund (CDFI Fund)**. The Fund is charged with promoting economic revitalization and community development primarily through investment in and assistance to CDFIs and through encouraging insured depository institutions to increase lending, financial services and technical assistance to CDFIs and within distressed communities throughout the United States. Among other things, the Fund provides grants, loans, deposits, equity investments and technical assistance to organizations engaged in community development finance.

The Public Affairs Specialist position includes duties and responsibilities that involve assisting the Public and Legislative Affairs Manager with all aspects of the Public and Legislative Affairs unit, specifically including drafting and editing of speeches and presentations for Fund Director and staff; developing, planning, coordination, and execution of Fund workshops, meetings and events, and outreach; playing an integral role in the planning, development, and implementation of special events, up to and including special ceremonies that may involve the President, the Secretary of the Treasury, and the Fund Director; developing a national media strategy for the Fund including preparation of Fund press releases; working to coordinate Fund press activities and external events with Main Treasury Office of Public Affairs; and other related duties as determined by the Public and Legislative Affairs Manager.

The Fund is located in the heart of downtown Washington, D.C. at 601 13th Street, NW, seconds away from the Metro Center, shops, restaurants, and less than 3 blocks from the Main Treasury Building located on the White House Complex.

Questions regarding this position may be answered by contacting Vera Jones at (202) 622-1104.

You may email your application to vera.jones@do.treas.gov or fax your application to (202) 622-0161.

A copy of this vacancy announcement is also available through OPM's web site at www.usajobs.opm.gov or Treasury's web site at <http://intranet.treas.gov/sites/tvas>

BENEFITS: ~ Salary \$83,334 - \$108,335 ~ 10 Paid Holidays ~ Paid Annual & Sick Leave ~
~ Federal Employees Retirement Plan ~ Health Benefits ~ Life Insurance ~ Awards ~
~ Valuable Work Experience ~ Thrift Savings Plan (Similar to 401K plans)

APPLICATION ~ In order to assist you in preparing your application package, instructions and a
PROCEDURES: checklist are included with this announcement.

QUALIFICATION ~ In accordance with the Office of Personnel Management's qualification
REQUIREMENTS standard Administrative and Management Positions, all candidates must possess
one year of specialized experience equivalent to at least the next lower grade level. Specific information
defining experience creditable as "specialized" is included below.

Additional information is provided below on Veterans, Status Candidates and Persons Eligible Under Special
Appointing Authorities.

Status candidates who wish to be considered under both merit promotion and OPM competitive procedures
must submit two complete applications. When only one is received, it will be considered under merit
promotion procedures only.

Employment of People with Disabilities: The Departmental Offices 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.

Veterans Employment Act of 1998: Veterans who are preference eligibles or who have been separated from
the armed forces under honorable conditions after 3 or more years of continuous active service may apply.

Specialized Experience: Specialized experience is experience which provided the applicant with the particular
knowledge, skills, and abilities (KSA's) to successfully perform the duties of the position and which is typically
related to the work of the position to be filled. For this position, specialized experience includes, without
limitation,

- Mastery of communication principles, methods, practices and techniques applied to a complex public affairs program of national scope.
- Skill in developing and presenting written materials to convey information about complex programs to a variety of audiences within the public and private sector. This includes writing and editing speeches, press releases, and informational presentations.

Basis for Rating: Applicants will be evaluated for this position based on their relevant experience (including
voluntary experience), education, training, and awards as reflected in their application as of the closing date of
this announcement. Status applicants will be rated and ranked based on values that are assigned to your
experience to determine the best qualified. Therefore, to receive full consideration, applicants are encouraged
to address the rating factors listed below. These rating factors may be addressed by using plain paper. Training
records, awards, and supervisory appraisals will also be considered in the ranking process.

Rating Factors:

1. Knowledge and/or experience relevant to the development finance industry, the CDFI field and CDFI Fund programs.
2. Demonstrated mastery of communication principles, methods, practices and techniques applied to a complex public affairs program of national scope with high-level interfaces within the Executive branch and Congress.
3. Strong written and oral communication skills, including relevant experience for developing and writing speeches, press releases, and informational presentations with the ability to convey information about complex programs to a variety of audiences within the public and private sector.
4. Demonstrated skills or expertise in establishing and maintaining effective working relationships with a variety of media organizations and with individual groups interested in or affected by Department programs. Provide examples of how these skills and expertise were used in conveying the mission, policies and accomplishments of an organization to the public and/or private sector.
5. Demonstrated skill or experience in evaluating the effectiveness of a public affairs program as operated in subordinate organizations, analyzing feedback from the media and public, and developing recommendations to improve the internal operation and enhance the overall public affairs program within the private or public sector.

Non-status candidates are those applicants who have not been appointed to a permanent position in the competitive service. Upon request from the selecting official, all non-status candidates who meet minimum qualification requirements will be forwarded to OPM for ranking and referral.

Time-in-Grade: Status applicants applying under merit promotion procedures must meet the time-in-grade requirements outlined in 5 C.F.R., Subpart F, i.e., at least 52 weeks at the lower grade level.

Application Procedures: In order to assure that you are given full consideration for this position, the information identified on the attached checklist should be included in your application package. Application packages may be mailed to: Department of the Treasury, Office of Personnel Resources, 1500 Pennsylvania Avenue, Washington, D.C., 20220. Applications sent in government postage paid envelopes WILL NOT be considered. Applications received under this announcement will not be returned. Therefore, do not submit original documents that you will need for your personal records. Copies will be accepted. For those applicants who wish to personally deliver your application package, you may deliver your package to Metropolitan Square directly across from the Main Treasury Building at 1500 Pennsylvania Avenue, N.W. Once you get to the sixth floor of the Metropolitan Square Building you should call the contact person listed on the first page of this announcement.

Note for CTAP/ICTAP Eligibles: Treasury Career Transition Assistance Program (CTAP) eligibles in the local commuting area who are determined to be “well-qualified” for this position will be given selection priority consideration. Interagency CTAP eligibles in the local commuting area that are determined to be “well-qualified” for this position may apply for special selection priority over other candidates for this position. Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply under the Veterans Employment Act of 1998. In accordance with Treasury’s Career Transition Assistance Plan, a CTAP/ICTAP eligible will receive special selection priority consideration if 1) applying at or below the grade level from which separated with no greater promotion potential than the position from which separated, 2) is within the commuting area, and 3) is determined to be “well qualified” for this position. To be determined “well-qualified,” a candidate must be able to demonstrate that he/she has had specialized experience in the community development industry, including development finance. Candidates must submit documentation of eligibility under the Department of the Treasury CTAP/ICTAP for special selection priority: i.e., a copy of the certification/displacement letter, along with all other items listed in the “How to Apply” section of this announcement.

This position has been designated noncritical sensitive. The individual selected for this position will be subject to the necessary security investigation.

Executive Branch agencies are barred from accepting or considering prohibited political recommendations and are required to return any prohibited political recommendations to the sender.

Financial Disclosure: The applicant selected for this position may be required to complete a financial disclosure form.

ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, NONDISQUALIFYING DISABILITY, SEXUAL ORIENTATION, POLITICAL AFFILIATION/NONAFFILIATION, GENETIC INFORMATION, MARITAL STATUS, OR PARENTAL STATUS.

APPLICANT CHECKLIST

This checklist is provided to assist you in preparing your application package. The items marked by an asterisk are **REQUIRED** and must be included in your application package for you to be considered for this position.

JOB INFORMATION

- *Updated SF-171, "Application for Federal Employment," OF-612, "Optional Federal Employment Application," or "Resume," or any other format your choose.
- Announcement Number
- Title and grade of the position applying for.
- Identify the lowest pay or grade level you will accept. *(You will not be considered for jobs which pay less than you indicate.)*
- *Copy of most recent (nonperformance/non-incentive award) SF-50B, "Notification of Personnel Action." *(Status applicants only.)*

PERSONAL INFORMATION

- First, last & middle name
- Mailing address *(with ZIP Code)*
- Social Security Number
- Day and Evening Phone Numbers *(with area code)*
- Country of Citizenship
- Highest Federal civilian grade held. Include job series and the dates you were at this grade level.

WORK EXPERIENCE

- Describe specific duties & responsibilities.
- Include paid and volunteer work experience. *(Include title, grade & series if applicable)*
- Performance Appraisal
- Indicate if we may contact your supervisor.

OTHER QUALIFICATIONS

- Job-related skills, accomplishments, and awards, (i.e. awards or special fellowships received, i.e., typing proficiency, skills with computers, speaking other languages, public speaking, membership to professional orgs.)
- Job-related qualifications must be described
- Job-related certificates & licenses *(current only)*
- Job-related training courses *(title and year)*
- Rating factors identified on the previous page. *(Factors may be addressed on bond paper.)*

INFORMATION FOR VETERANS

- DD Form 214
- Proof of veterans' preference if applicable.

PERSONS WITH DISABILITIES

- Letter of eligibility from the appropriate State Department Rehabilitation Service. *(This document is to be provided only if you are applying under a special appointing authority for individuals with disabilities.)*

EDUCATION

- High School, address & zip code
- Date of diploma or GED.
- Colleges & Universities, address & zip code
- Identify majors, degree received, & date graduated (If you have not received your degree, show total credits earned and indicate whether semester or quarter hours)
- *College transcripts. *(If applicable)*

OTHER QUALIFICATIONS

Job-related skills, accomplishments, and