



**DEPARTMENT OF THE TREASURY
DEPARTMENTAL OFFICES
CAREER OPPORTUNITY
Status and Non-Status Candidates
Program Advisor, GS-301-13/14
Career Position**

**VACANCY ANNOUNCEMENT NUMBER
2004-151VCJ**

The Office of Personnel Resources will be accepting applications for the position identified above from July 14, 2004, through August 5, 2004. All applications must be received by August 5, 2004.

A full time (40 hours per week) position is available for more than one Program Advisor in the Policy and Programs division of the Community Development Financial Institutions (CDFI) Fund (the Fund). The mission of the Fund is to expand the capacity of financial institutions to provide credit, capital and financial services to underserved populations and economically distressed communities throughout the United States. The Fund promotes access to capital and local economic growth through four major program areas:

- Through the CDFI Program by directly investing in and providing technical assistance to community development financial institutions (CDFIs) and entities planning to become CDFIs;
- Through the Native American Initiatives (including the Native American CDFI Technical Assistance (NACTA) Component, Native American Technical Assistance (NATA) Component, the Native American CDFI Development (NACD) Program, and the Native American CDFI Assistance (NACA) Program) by encouraging the creation and supporting the growth of Native American CDFIs;
- Through the Bank Enterprise Award (BEA) Program by providing an incentive to banks and thrifts (FDIC-insured depositories) to invest in the most severely distressed areas of their communities and in other CDFIs, and
- Through the New Markets Tax Credit (NMTC) Program by providing an allocation of tax credits to Community Development Entities (CDEs) which enable them to attract investment from the private sector and reinvest these amounts in low income communities.

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.

Additional information is provided on the reverse side of this announcement for Veterans, Status Candidates and Persons Eligible Under Special Appointing Authorities.

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>. 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.

BENEFITS:

- ~ Salary \$72,108 – \$110,775
- ~ 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 PROCEDURES:

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

QUALIFICATION REQUIREMENTS

~ In accordance with the Office of Personnel Management's qualification 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 on the following page.

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.

The Fund is currently seeking a Program Advisor for the CDFI Program. The Program Advisor position will assume responsibility for a variety of functions and tasks in the CDFI Program, which encompasses both the Financial Assistance component and the Technical Assistance program. The Program Advisor has project management responsibilities and will assist the Program Manager with development of key program policies and materials.

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

Program Advisor, GS-301-13/14

- **Demonstrated experience with the CDFI Program (including knowledge and demonstrated experience with the law and regulations under which the program functions as well as the applicable program applications and review procedures.**
- **Experience and skill in understanding and evaluating community development financial institutions or similar community development organizations – especially in the context of making decisions to provide funding through grants, loans or investments. Experience in underwriting financial institutions, particularly CDFIs or other similar types of community development financing entities, is desirable.**
- **Demonstrated experience in and knowledge of community development finance, or other closely related field (such as affordable housing) , particularly the operations and products of CDFIs or other similar types of community development financing entities.**
- **Experience and skill in developing, drafting, and providing training on: (i) programmatic guidelines, funding criteria, policies and procedures and similar technical matters in the subject areas of community development, community development finance, or a closely related field; (ii) related guidance materials; and (iii) public outreach materials. Strong written and verbal communication skills, ability to communicate technical issues effectively, and experience in preparing technical documents should be demonstrated.**
- **Skill in establishing and maintaining effective working relationships with professional staff, supervisors, and multiple related work units in order to set priorities and elicit responses on policies and procedures. Experience with project management, leading small teams, and coordinating professional staff should be demonstrated.**

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. Demonstrated experience with the CDFI Program (including knowledge and demonstrated experience with the law and regulations under which these programs function as well as the applicable program application and review procedures).
2. Demonstrated skill in evaluating CDFIs or similar community development organizations– especially in the context of making decisions to provide grants, loans or investments. Experience in underwriting financial institutions, particularly CDFIs or other similar types of community development financing entities, is desirable.
3. Demonstrated experience in and knowledge of community development finance, or other closely related field (such as affordable housing) -- particularly the operations and products of CDFIs or other similar types of community development financing entities.

4. Demonstrated experience and skills in developing, drafting, and providing training on: (i) programmatic guidelines, funding criteria, policies and procedures and similar technical matters in the subject areas of community development, community development finance, or a closely related field (such as affordable housing); (ii) related guidance materials; and (iii) public outreach materials. Strong written and verbal communication skills, ability to communicate technical issues effectively, and experience in preparing technical documents should be demonstrated.
5. Skill in establishing and maintaining effective working relationships with professional staff, supervisors, and multiple related work units in order to set priorities and elicit responses on policies and procedures. Experience with project management, leading small teams, and coordinating professional staff should be demonstrated.

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.

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.

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, Room 5204, Washington, D.C., 20220. Applications sent in government postage paid envelopes will not be considered. Applications will be accepted from government fax machines. 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.

Recruitment bonus is not authorized.

Noncritical Sensitive - 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 is required to complete a financial disclosure form.

Promotion Potential: The selectee may be promoted to the full performance level without further competition when all regulatory, qualification and performance requirements are met. Selection at a lower grade level does not guarantee promotion to the full performance level, but depends on the selectee's demonstration of the ability to perform the duties of the higher grade to the satisfaction of the supervisor and the availability of enough work to support the targeted position.

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)*