



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

Program Manager, GS-301 -15

This vacancy announcement is a solicitation for applications from all sources.
No prior civil service is required. This is a term position not to exceed four years.

VACANCY ANNOUNCEMENT NUMBER 2001-196VJ

The Office of Personnel Resources will be accepting applications for the position identified above from **April 16, 2001**, through **June 15, 2001**. All applications must be postmarked or received by **June 15, 2001**.

A full time (40 hours per week) position is available for a **Program Manager** for New Markets Tax Credit Program in the organization of **Community Development Financial Institutions (CDFI) Fund**. The Fund is charged with promoting economic revitalization and community development primary 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, tax credit allocations and technical assistance to organizations engaged in community development finance.

The Program Manager position includes duties and responsibilities that require the incumbent to exercise project management responsibilities focusing on one or more of the Fund's award programs. Duties include:

- Develop, implement and evaluate guidelines, procedures and regulations;
- Perform performance monitoring and evaluation to ensure program effectiveness; and
- Be an accountable official for maintaining management controls and adherence to the Fund's strategic direction;
- Preface substantive briefing and communications material.

The Fund is located in the heart of downtown Washington, DC 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, Treasury's web site at <http://intranet.treas.gov/sites/tvas> or the CDFI Fund's web site at www.treas.gov/cdfi.

Questions regarding this position may be answered by contacting Jane Moody at (202) 622-1152 or Vera Jones at (202) 622-1104.

BENEFITS: ~ Salary \$87,864 - \$114,224 ~ 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, instruction and a checklist are included with this announcement.

QUALIFICATION REQUIREMENTS: ~ In accordance with the Office of Personnel Management's Group Coverage qualification standard for Administrative and Management Positions, dated March 1999, all candidates must possess one year of specialized experience. Specific examples of 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.

Veterans Employment: 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.

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.

Specialized Experience: Specialized experience is experience which provides 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, experience in developing and managing people, programs and projects and experience with financial institutions including providing investments, loans, grants, tax credit allocations and other types of assistance to such institutions.

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. 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 may also be considered in the ranking process.

Rating Factors:

1. Demonstrated knowledge of program and project management skills, policies, concepts, practices, and principles.
 2. Knowledge of CDFI Fund programs and the inter-relationships among such programs.
 3. Knowledge of equity investment vehicles and the use of tax credits as a community development tool.
 4. Knowledge of development finance and development finance institutions.
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5. Ability to manage an application processes to include reviewing, analyzing, and evaluating applications in conformance with CDFI Fund program requirements.
6. Demonstrated skills and experience with managing people.

Non status candidates are those applicants who have never 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.

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 who are determined to be "well-qualified" for this position may apply for special selection priority over other candidates for this position. 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. 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 "Application Procedures" 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, Washington, D.C., 20220.** Applications sent in government postage paid envelopes or by government fax machine **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, for your convenience, an "**Application Drop Box**" is located on the **6th floor of the main reception area in Metropolitan Square directly across from the Main Treasury Building at 1500 Pennsylvania Avenue, N.W.**

Other Significant Information:

Relocation expenses may be authorized.

Recruitment bonuses may be authorized.

This is a temporary position not to exceed four years. However, it may be made permanent without further competition.

Critical Sensitive - This position has been designated Critical 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.

ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, NONDISQUALIFYING DISABILITY, SEXUAL ORIENTATION, POLITICAL AFFILIATION/NO AFFILIATION, GENETIC INFORMATION, MARITAL STATUS, OR PARENTAL STATUS.

APPLICANT CHECKLIST

Your application/resume must contain the information identified below. (This checklist is for your personal use to assist you in preparing your application package. This checklist does not need to be submitted with your application.)

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.
- € 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 (Optional)
- € Indicate if we may contact your supervisor.

OTHER QUALIFICATIONS

- Job-related** training courses (title and year)
- Job-related** skills, for example, other languages, computer software/hardware, tools, machinery, typing speed
- Job-related** certificates and licenses (current only)
- Job-related** honors, awards, and special accomplishments, for example publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (Give dates but to not send documents unless requested.)
- Rating factors identified on the previous page

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 no degree, show total credits earned & indicate whether semester or quarter hours.)
- College transcripts. (*If applicable*)