



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

Awards Management Specialist, GS-0301-11/12

**This announcement is a solicitation for applications from status and non-status candidates.
These are career position or career-conditional position.**

VACANCY ANNOUNCEMENT NUMBER 2003-001VJ

The Office of Personnel Resources will be accepting applications for this position from **October 1, 2002**, through **November 1, 2002**. All applications must be received by November 1, 2002.

A full time (40 hours per week) position is available for an **Awards Management Specialist** in the organization of **Community Development Financial Institutions Fund (CDFI)**. 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 and technical assistance to organizations engaged in community development finance.

The Awards Management Specialist is an integral position within the Office of Legal Counsel at the Fund as the incumbent is involved in the legal requirements for pre and post award management process and procedures for the Office of the Legal Counsel of the CDFI Fund. The programs administered by the Fund include: CDFI Program, Bank Enterprise Award Program, the Native American CDFI Technical Assistance Program and the New Markets Tax Credit Program. FY 2001 Agency appropriations were \$118 million and \$15 Billion is available for the New Markets Tax Credit Program for the next seven years. Incumbent works in all legal aspects of comprehensive awards and allocation programs within the federal sector and interacts frequently with senior Fund management staff and with Treasury officials.

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>. Or the CDFI Fund's web site at www.treas.gov/cdfi.

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 to (202) 622-0161.

BENEFITS:	~ Salary \$46,469 - \$72,400 ~ 10 Paid Holidays ~ Paid Annual & Sick Leave ~ ~ Federal Employees Retirement Plan ~ Health/Life Insurance ~ Incentive Awards ~ ~ Thrift Savings Plan (Similar to 401K plans)
APPLICATION PROCEDURES:	~ In order to assist you in preparing your application package, instructions 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 3/99, all candidates must possess one year of specialized experience. Specific examples of experience creditable as "specialized" is included below.

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 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.

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 of laws and regulations, Executive Orders, OMB requirements, Department policies, and other legal requirements and established methods and techniques for awards and allocation management in order to handle legal aspects of awards processing, closing and disbursement, make related make recommendations and provide advice to senior management officials.
2. Knowledge of Federal financial assistance practices, principles, and methods to fully participate and operate in the Office of Legal Counsel's pre and post award processing systems.
3. Knowledge and skills to evaluate legal requirements and practices for financial assistance programs as they relate to pre and post award requirements in the Office of Legal Counsel.
4. Demonstrated technical competency in various standard automated software packages.
5. Ability to communicate both orally and in writing for the purpose of providing quality management information and expert advice to senior management officials and award recipients.

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. All **REQUIRED** information must be received or you will not receive full consideration for this position. Application packages may be mailed to: **Department of the Treasury, Office of Personnel Resources, Metropolitan Square, RM 6213, 1500 Pennsylvania Avenue, Washington, DC 20220**. Applications sent in government postage paid envelopes or by government fax machine **WILL** 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. Application packages may also be hand carried and placed in the application drop box located on the 6th floor reception area in Metropolitan Square directly across from the Main Treasury Building at 1500 Pennsylvania Avenue, N.W.

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. 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 grants award management. 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.

Relocation expenses may be authorized.

Recruitment bonus may be authorized.

Full performance level of this position is GS-12.

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

Financial Disclosure - The applicant selected for this position is required to complete a Financial Disclosure Statement.

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

ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, NONDISQUALIFYING DISABILITY, SEXUAL ORIENTATION, POLITICAL AFFILIATION/NOAFFILIATION, 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*)