



Job Vacancy Announcement
Vacancy Number: PRC 3-16
OPEN: June 26, 2009
CLOSE: July 17, 2009

Position Title: Commission Secretary and Chief Administrative Officer
Grade: PRC-8
Salary Range: \$117,000- 153,000
Location: Postal Regulatory Commission
901 New York Avenue, NW, Suite 200
Washington, DC 20268-0001

The Postal Regulatory Commission has an exciting opportunity for a highly motivated person with excellent oral and written communication skills and management experience.

Overview

The Postal Regulatory Commission is an independent agency that is part of the executive branch of the Federal government. As a small agency, we provide the opportunity to work in a professional and collegial environment with talented staff that are committed to the Commission's mission. The Commission, the regulator of the United States Postal Service, provides transparency and accountability to the Postal Service so that it can continue to provide a viable and efficient postal system. As Commission Secretary and Chief Administrative Officer, the incumbent manages the Administrative functions of the Commission. This includes directing the Commission's personnel, procurement, information technology, financial management, performance management, equal employment opportunity, facilities, and security operations. Additionally, as Secretary of the Commission, the incumbent is responsible for the official recording actions of the Postal Regulatory Commission.

MAJOR DUTIES AND RESPONSIBILITIES

Major Duties include:

- Managing the official proceeding records and reporting requirements of the Commission.
- Directing and maintaining efficient records management procedures.

- Ensuring the Commission's activities meet standards of transparency and accountability as required by the PAEA.
- Managing the dockets process so that information is made available to the public in a timely manner.
- Managing FOIA requests.
- Managing the publishing of the Commission's reports to Congress and the public.
- Managing the Commission's personnel program, procurement system, information technology, financial management, performance management, equal employment opportunity, facilities and security operations using management techniques that will make systems more effective and efficient.
- Supervisory activities, including:
 - Planning and assigning work to be accomplished by subordinates,
 - Developing program and procedural guidelines, initiatives and goals
 - Evaluating program performance; and
 - Working with the Commissioners on recommendations for program modifications, eliminations, or origination, where necessary.
- Developing and administering a financial management system which meets the Government's audit guidelines using the most effective information technology which allows the Commission to produce an annual budget, disburse funds, reconcile accounts, and maintain payroll.
- Developing and implementing a robust personnel management system using workforce techniques which will ensure the recruitment, development, and retention of an effective workforce.
- Directing the Commission's Equal Employment Opportunity program in accordance with the guidance provided by the Equal Employment Opportunity Commission.
- Developing and directing programs for the security and safety of Commission employees which are in compliance with the Federal Emergency Management Agency guidelines.
- Implementing a rigorous, competitive procurement program that allows the Commission to receive quality services in a timely manner.
- Providing effective and efficient facilities and support services on behalf of the Commission, including security features for employee safety.
- Ensuring the Commission's information technology purchases are on schedule and cost, so that Commission employees have the most advanced, cost effective information technology available to meet mission needs.
- Managing the dockets process so that information is available to the public in a timely fashion.

QUALIFICATIONS AND EVALUATION

You will be evaluated on Technical and Executive Core Qualifications described below.

You will be considered and ranked by a screening panel based on evidence of your ability to successfully perform the duties of the position. The selection will be made by a majority of the Commissioners, based on a recommendation by the Chair. Candidates can be expected to be interviewed by the Chair and Commissioners.

To be eligible for consideration you must meet the technical qualifications and all four of the Executive Core Qualifications (ECQs). You must describe your qualifications relative to the technical qualifications and the ECQs. We recommend you address each one individually, specifically and completely. Your applications must not exceed 10 typewritten pages and should focus on accomplishments which demonstrate possession of each qualification. Guidance on preparing ECQ statements is available at <http://www.opm.gov/ses/pdf/SESGUIDE2.pdf>.

Desirable Technical Qualifications:

- Ability to communicate effectively complex concepts both orally and in writing
- Ability to effectively work in a team environment
- Project management
- Knowledge of federal Human Resources processes, and familiarity with US Postal laws, rules or regulations
- Knowledge of Commission and Federal Government procurement
- Knowledge of financial and records management

Executive Core Qualifications:

- **Leading Change** – This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.
- **Leading People** – This core qualification involves the ability to lead people toward meeting the Postal Regulatory Commission’s goals. Incumbents should provide information on their ability to facilitate cooperation and teamwork to meet goals, and their ability to resolve constructive resolution of conflicts.
- **Results Driven** – This core qualification involves the ability to meet organizational goals and customer expectations. Incumbents should discuss how they make decisions that produce, timely, high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
- **Business Acumen** – Incumbents should outline their ability to manage human, financial and information technology resources in an effective and efficient manner.

For each qualification factor please provide a narrative statement that provides a description and examples of your accomplishments. Do not exceed two pages per qualification.

Benefits and Other Information

Benefits

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. For more information go to <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life Insurance coverage is provided. For more information go to <http://www.usajobs.gov/jobextrainfo.asp#life>

Long Term Care Insurance is offered and carries into your retirement. For more information go to <http://www.usajobs.gov/jobextrainfo.asp#retr>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in that program. For more information go to <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. For more information go to <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. For more information go to <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regulatory scheduled tour of duty. For more information go to <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

Telework/Telecommuting may be made available after you are employed by the PRC. For more information go to <http://www.usajobs.gov/jobextrainfo.asp#TELE>

Alternative work schedule options are available.

If you use public transportation, part of your transportation costs may be subsidized.

You can use Health Care Flexible Spending Accounts for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under Federal Employee Health Benefit plans. For more information go to <http://www.usajobs.gov/jobextrainfo.asp#FSA>

Other Information

Financial Disclosure and Position Sensitivity: The individual selected for this position will be required to complete and file a Public Financial Disclosure Report, SF 278, within 45 days after selection for the position. The sensitivity level of the position also requires satisfactory completion of a full background investigation after appointment.

Relocation expenses are not authorized.

You must be a U.S. citizen or national to be eligible for this position.

If you are a male born after December 31, 1959, you must certify that you have registered with the Selective Service System.

The Postal Regulatory Commission is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit, fitness for duty, and job related qualifications without regard to race, gender, religion, color, age, marital status, national origin, non-disqualifying handicapping condition, or any other non-merit factor.

Your application includes information subject to the Privacy Act. The information is used to determine qualifications for employment, and its collection is authorized under Title 5 USC Sections 3302 and 3361.

Applications will not be accepted if you use franked envelopes, or postage paid agency envelopes or metered mail.

Where do I get additional information?

You can get forms and additional information from Cassandra Hicks at cassandra.hicks@prc.gov.

Whom do I contact if I need a reasonable accommodation?

If you need reasonable accommodation for a disability, please contact Sylvia Barnett at (202) 789-6840. If you have a hearing impairment, you may call the Federal Information Relay Service at 1-800-877-8339 for assistance in contacting the person named above.

How to Apply

Please provide a copy of your resume, with a cover letter, your salary history, and your Executive Core Qualifications to Cassandra Hicks. If you do not include this information in your application you will not be considered for this job. We will use this information to determine if you meet the minimum qualifications for the job.

Submit all information to:

Postal Regulatory Commission
901 New York Avenue, NW, Suite 200
Washington, DC 20628-0001
Attn: Cassandra Hicks

Faxed applications will be accepted. Fax to 202.789.6861. Applications will also be accepted by email at personnel@prc.gov.

All applications must be received no later than July 17, 2009.