



**POSTAL REGULATORY COMMISSION
JOB VACANCY NOTICE
VACANCY NUMBER: PRC 02-01
OPEN: FEBRUARY 22, 2010
CLOSE: MARCH 12, 2010**

POSITION TITLE: ASSISTANT SECRETARY
OFFICE OF THE SECRETARY

GRADE: PRC - 8

SALARY RANGE: \$124,998 - \$153,000

LOCATION: POSTAL REGULATORY COMMISSION
OFFICE OF THE SECRETARY AND ADMINISTRATION
901 NEW YORK AVENUE, NW, SUITE 200
WASHINGTON, DC 20268-0001

POSITION INFORMATION: FULL TIME
SERVES AT THE PLEASURE OF THE COMMISSION

WHO MAY BE CONSIDERED: OPEN TO ALL U.S. CITIZENS

The Postal Regulatory Commission has an exciting opportunity for a highly motivated, highly skilled person with education and/or experience in government administration.

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 and committed staff and directly contribute to the Commission's mission. The Postal Accountability and Enhancement Act, Public Law 109-435 (PAEA), has given the Commission a new mission to ensure transparency and accountability of the United States Postal Service to foster a viable and efficient postal system.

The Office of the Secretary is responsible for providing support to the Commission by recording official Commission actions and general Commission administration to include human resources, contracting, the Docket room, information technology, and other support services. The Office of the Secretary serves the Commissioners, the United States Postal Service, the mailing community, the public, as well as other government agencies.

DUTIES

Under the direction of the Secretary of the Commission, the Assistant Secretary's primary responsibilities include the development, interpretation, coordination, and administration of the personnel, human resources and information technology policies, practices, methods and procedures of the Postal Regulatory Commission. Areas of responsibility may also include facilities management, security, and internal financial controls.

The Assistant Secretary is responsible for the maintenance of records and procedures required to adequately safeguard the assets and administer the administrative functions of the

Commission in the areas of Human Resources, Personnel and Information Technology. The incumbent will participate in strategic and long-term planning to ensure compatibility with the Commission's long-term financial, human resources, information technology and infrastructure needs as well as the Commission's business continuity planning and implementation.

The Assistant Secretary serves as senior executive in the management of human resources and information systems technology to include personnel policies, examination programs, cyber-fraud and attacks. The Assistant Secretary is accountable for supervising, monitoring and assessing the job performance of a small subordinate staff.

QUALIFICATIONS AND EVALUATION

Candidates will be evaluated and ranked by a screening panel based on evidence of his or her ability to successfully perform the duties of the position. The panel will forward the highest ranked candidates to the Secretary of the Commission for selection.

Requirements include a Bachelor's Degree with graduate degree preferred and a minimum of five years experience in executive management, preferably within the Federal Government. Candidates must also have the proven ability to work effectively with a broad range of people, as well as the ability to manage within a complex operational and organizational system.

For this position, specialized experience is defined as directing a staff of professionals performing at least one of the following, for a major operating organization:

1. Strategic/Operational Planning (including workforce planning/analysis);
2. Resource Management (including budget, staffing, administrative management, human resources, information technology (IT) support);
3. Information Technology management (to include IT Exam/Audit for Financial Institutions including cyber threats).

To be eligible for consideration, you must have experience that has equipped you with the ability, skills and knowledge to successfully perform the duties of this position. Typically, experience will be related to this line of work and at a level similar to this position. The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives.

BENEFITS AND OTHER INFORMATION

Benefits

You may participate in the **Federal Employees Health Benefits program**, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.usajobs.gov/jobextrainfo.asp#ltci>

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 this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual **vacation leave**. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn **sick leave**. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for **federal holidays** that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

Alternative work schedule options are available.

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

Tele-work / telecommuting may be made available.

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 their FEHB plans. More Info: <http://www.usajobs.gov/jobextrainfo.asp#FSA>

More info: <http://www.usajobs.gov/jobextrainfo.asp#TELE>

Other Information

Financial Disclosure: 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.

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, must certify that you have registered with the Selective Service System, or are exempt from having to do so under Selective Service Law.

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.

Where can I get additional information?

You can get forms and additional information from the Commission's personnel office at 202-789-6840.

Whom do I contact if I need a reasonable accommodation?

If you need reasonable accommodation for a disability, please contact 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.

Relocation expenses will not be paid by the agency.

HOW TO APPLY

Applicants are required to submit the following:

1. Optional Form 612, Optional Application for Federal Employment
<http://www.opm.gov/forms/html/of.htm#of612> or a resume that includes all of the items listed in Optional Form 612
2. Narrative statement of work accomplishments not to exceed three pages
3. Five-year salary history

Submit application materials to:

Postal Regulatory Commission
Attn: Personnel Officer
Vacancy Number: PRC 02-01
901 New York Avenue, NW – Suite 200
Washington, DC 20268-0001

Faxed applications will be accepted. Fax to 202-789-6886. Applications will also be accepted by email at prc0201@prc.gov.

All applications must be received no later than March 12, 2010.