



**POSTAL REGULATORY COMMISSION
JOB VACANCY NOTICE**

**VACANCY NUMBER: PRC 06-02
OPEN: JULY 8, 2008
CLOSE: AUGUST 5, 2008**

**POSITION TITLE: DIRECTOR, OFFICE OF PUBLIC AFFAIRS AND GOVERNMENT RELATIONS
GRADE: PRC-8
SALARY RANGE: \$117,139 - \$148,800
LOCATION: POSTAL REGULATORY COMMISSION
901 NEW YORK AVENUE, NW, SUITE 200
WASHINGTON, DC 20268-0001**

THIS IS AN AT-WILL EMPLOYMENT POSITION. THE INCUMBENT SERVES AT THE PLEASURE OF THE COMMISSION.

The Postal Regulatory Commission has an exciting Executive-level employment opportunity for a highly motivated, highly skilled person with extensive and varied experience in journalism, media relations, and Congressional relations.

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 to directly contribute to the Commission's mission.

On December 20, 2006, President George W. Bush signed into law the Postal Accountability and Enhancement Act, Public Law 109-435 (PAEA), thereby transforming the Postal Rate Commission into the Postal Regulatory Commission. The 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 person selected for this position will be *a vital contributor to the development and implementation of the regulations and procedures that will help us fulfill our mission.*

DUTIES

This Office is responsible for representing and advocating on behalf of the Commission to the public, to the Executive and Legislative branches of government, to the USPS, and to the media. The Office of Public Affairs and Government Relations serves as the primary resource to the Commission in support of all public relations programs and activities and directs the development and implementation of the Commission's legislative goals and strategies; liaisons with Congress, other government agencies and the US Postal Service; conducts media outreach activities; and manages general consumer relations with the public by responding to inquiries and correspondence. This Office will also set editorial appearance standards for Commission reports and other public documents, including the Commission website, and will assist the Commissioners in the development of speeches and testimony.

As Director of the Office of Public Affairs and Government Relations, the incumbent leads and manages the Office. The incumbent also tracks all public correspondence that comes before the Commission; investigates and gathers information on consumer, government and media topics; and manages all media relations. He/she also:

1. Organizes and assigns basic functions to the Office; determines policies and broad aspects of procedures and operating practices sufficient to identify types of projects and documentation and stages of development that should be referred to the Office.
2. Directs and oversees the operations and services of the Office by means of operating plans, work schedules, priorities, deadlines, and through regular and special staff meetings, conferences, verbal and written instructions as deemed necessary; identifies issues and monitors services that should be assigned and schedules for appropriate action.
3. Investigates/researches information on consumer, government and media topics; performs general analyses related to consumer relations, government relations, and media relations as assigned by the Chairman.
4. Plans, organizes, directs and coordinates the internal and external public affairs program for the Commission to include:
 - Sets editorial appearance standards for Commission reports and other public documents, including the PRC website.
 - Conducts media outreach activities.
 - Synthesizes and presents technical recommendations from the Office to the Commissioners regarding the agency's communications goals and strategies.
5. Develops policies and procedures on internal and external relations.
6. Liaisons with Congress, other government agencies, the mailing community, business and private individuals, state and federal officials, and the USPS.
7. Develops legislative strategies.
8. Manages and tracks the receipt, review, analysis and response to public correspondence.
9. Assists the Commissioners and Office Heads in the development of testimony, speeches, press releases, studies, and reports and prepares Commissioners and senior staff for interactions with the media, including talking points and potential questions and answers.
10. Assists in the preparation of Commission reports.
11. Supervisory activities include:
 - Plans and assigns work to be accomplished by subordinates,
 - Gives advice and counsel to employees on both work and administrative matters; and
 - Evaluates work performance.

QUALIFICATIONS AND EVALUATION

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

You will be considered under noncompetitive appointment procedures and will be evaluated and ranked by a screening panel based on evidence of your ability to successfully perform the duties of the position. The panel will forward the highest ranked candidates to the Chairman for further evaluation and selection.

To be eligible for consideration, you must meet the technical qualifications and all five of the Executive Core Qualifications (ECQs). You must describe your qualifications relative to the technical qualifications and ECQs. We recommend you address each one individually, specifically and completely. Your application must not exceed 8 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>.

Mandatory Technical Qualifications

1. Ability to communicate complex concepts both orally and in writing effectively
2. Ability to organize time and tasks to complete activities successfully
3. Ability to be flexible and collaborate with others in a team
4. Problem solving, critical thinking/analytical and investigative/research skills
5. Knowledge of project management technique.
6. Ability to edit large, complex material
7. Highly developed interpersonal skills
8. Knowledge of Executive and Congressional Branch operations
9. Knowledge of the principles of Public Relations
10. Knowledge of the Postal Regulatory Commission
11. Knowledge of U.S. postal laws and the United States Postal Service operations and services
12. Knowledge of Postal Service market, products, mail classification system, and operations
13. Executive Core Competencies – Leading change, leading people, results driven, business acumen, building coalitions

Desirable Educational Requirements:

- Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree in Journalism, Communication, Political Science or a related field.

Executive Core Qualifications

1. **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. Competencies: Creativity and Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, and Vision.

2. **Leading People** – This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
3. **Results Driven** – This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce timely, high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
4. **Business Acumen** – This core qualification involves the ability to manage human, financial, and information resources strategically.
5. **Building Coalitions** – This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

BENEFITS AND OTHER INFO

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>

Tele-work / telecommuting may be made available after you have come on board. More info: <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. Our human resources office can provide additional information on how this program is run.

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>

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, 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.

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

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

You may use any written format you choose to apply. Be sure your application or resume includes all of the items listed in Optional Form 612, Optional Application for Federal Employment (available at <http://www.opm.gov/forms/html/of.htm#of612>). If your application/resume does not include the required information, you may lose consideration for the job.

We will use your application/resume, technical qualifications, and executive core qualifications to determine if you meet the minimum requirements for the position. Please indicate the lowest salary you are willing to accept. Also, submit:

- Your supplemental narrative statement that provides a description and examples of your accomplishments separately addressing each of the ECQ and Technical Qualifications. Do not exceed one page per qualification.
- A copy of your most recent performance rating of record.
- A list of training completed in the last five years and dates completed.
- A list of awards received in the last 3 years and dates received.

We will use your responses to the executive core qualifications, mandatory technical qualifications, your performance appraisal, and your history of training and awards to further evaluate your application.

Submit application or resume to:

Postal Regulatory Commission
Attn: Personnel Officer
Vacancy Number PRC: 06-02
901 New York Avenue, NW – Suite 200
Washington DC 20628-0001

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

All applications must be received no later than August 5, 2008.