NOAA INTERNAL OPPORTUNITY FOR NON-COMPETITIVE REASSIGNMENT

Reference Number:

Open Period: February 26 to March 12, 2015

Title, Pay Band-Series-Grade: Management Analyst, ZA-0343-3

Duty Station: Silver Spring, MD

Who May Apply/Area of Consideration: Current Permanent NOAA employees at the Pay Band 3 or GS-11/12 level.

Relocation Availability: Relocation expenses may be authorized.

Background: An opportunity is available to join the NMFS Office of Law Enforcement (OLE) in Silver Spring, MD. The management analyst serves as the focal point for OLE’s facility management, safety, personal property, fleet vehicle management, deemed exports, and Government Purchase Card Program.

Duties: This position will handle a wide range of financial and administrative functions including but not limited to:

- Handle purchase card transactions and reconciliation for OLE HQ
- Serve as the OLE subject matter expert for all property inventory, excess, facilities, fleet management, safety, and deemed exports
- Manage OLE’s fleet/vehicles both owned and leased
- Serve as OLE Facility Manager for all OLE facilities
- Serve as OLE HQ Property Custodian
- Serve as OLE Safety Manager
- Handle all deemed exports for OLE

Knowledge, Skills and Abilities (KSA): Knowledge of organizations and their functions in logistical support (i.e., supply, maintenance, quality assurance, facilities).

- Ability to manage projects.
- Ability to analyze data and prepare reports for management.
- Ability to analyze an issue and provide recommendations to management.
- Ability to write and communicate clear guidance.

Qualifications: There is no positive education requirement for this position.

Specialized Experience Statement: Applicants must possess the specialized experience equivalent in difficulty and responsibility to the position being filled. Specialized experience is experience that has equipped the applicant with the particular competencies/knowledge, skills and abilities to successfully perform the duties of the position. Specialized Experience for this position includes interpreting and applying complex information/data to complete work assignments or projects; providing data analysis and recommendations to management; developing and implementing program plans; providing guidance and support to staff on administrative and financial policies and procedures.
**How to Apply:** Email your resume with a cover letter which includes a statement of interest and a brief description of your qualifications as they relate to this reassignment opportunity notice to Patricia.Baxter@noaa.gov.

NOTE: *Any PII information should be sent using DOC’s approved Accellion Secure File Transfer program – found at [https://sft2.doc.gov/](https://sft2.doc.gov/). Do not send PII to this email account*

**Additional Questions – Point of Contact**
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