

## **NOAA INTERNAL JOB OPPORTUNITY FOR NON-COMPETITIVE REASSIGNMENT**

**Reference Number:**

**Open Period:**

September 9, 2016- September 20, 2016

**Title, Series, Band/Grade:**

Supervisory Funds Management Specialist, ZA-0501-04 (GS-13/14 Equivalent)

**Duty Station:**

Woods Hole, Massachusetts

**Who May Apply/Area of Consideration:**

Current permanent NOAA employees at the (1) ZP Pay Band 4; or (2) GS-13 grade level.

**Relocation Availability:** Relocation expenses will not be authorized.

**Background:**

An opportunity is available to join the National Marine Fisheries Service, Northeast Science Center, Operations, Management, and Information Division. The division serves as the focal point for most of the Northeast Fisheries Science Center's non-programmatic functions that support the Center's scientific mission. These include all budget formulation and execution activities, management of the CBS and NMFS Financial Reporting Systems, grants management, facilities management, planning, vessel coordination, all environmental compliance and safety functions, personal property management, procurement and acquisition, vehicle management, FOIA, personnel management, and administrative processes.

**Duties:**

The specialist will provide experienced financial and administrative support and analysis for the Northeast Fisheries Science Center, including formulating, executing and tracking the budget, providing sound funds and financial management, and working with the Office of Management and Budget to coordinate all aspects of procurement, contracts, and inter-agency agreements for the Center.

The work of this position involves managing multiple assignments and conflicting priorities while maintaining good customer service, keeping facility operations active, and meeting various deadlines.

**Knowledge, Skills, and Abilities (KSAs):**

- Knowledge of organizational administrative or management function, including policies, precedents, and procedures;
- Ability to achieve administrative or program objectives;
- Ability to identify problems, propose solutions, and defend recommendations;
- Ability to exhibit a higher level understanding of technical trades, analyzing systems, and developing solutions associated with facility maintenance and operations;
- Ability to write and communicate clear guidelines;
- Ability to Exhibit professionalism and team work.

**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:

- Ensuring compliance with all management and contracting requirements, including serving as a Contracting Officer Representative (COR);
- Maintaining spreadsheets detailing approved office budget and expenditures; monitoring, tracking, approving overall compliance with credit card requirements for maintenance personnel.
- Experience using the following budget and accounting software is desired: Management Analysis & Reporting System (MARS), Commerce Purchase Card System (CPCS), C. Request, CPARS, Spending Plan Formulation (SPF), Auto Cadd, GSA Fleet Drive Through, Sunflower property management, Travel Manager, MS word, and Excel.

**Substitution of education for specialized experience:** None at this grade level.

**How to Apply:**

E-mail 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: [Jack.Moakley@noaa.gov](mailto:Jack.Moakley@noaa.gov).

**NOTE:** \*Any PII information should be sent using DOC’s approved Accellion Secure File Transfer program – found at <https://sft2.doc.gov/courier/web/1000@/wmLogin.html>

**\*Do not send PII info to this email account\***

**Additional Questions – Point of Contact:**

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