

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

Open Period: September 23 to October 06, 2016

Title, Series, Grade/Band: Management and Program Analyst, GS-0343-09

Duty Station: College Park, MD

Who May Apply/Area of Consideration: Current NOAA employees at the GS-09 grade level (ZA Band 2 equivalent).

Relocation: Relocation expenses **are not** authorized

Security Level: Low Risk

Background: An opportunity is available to join the National Weather Service's National Centers for Environmental Prediction Office of the Director. This position is responsible for providing or obtaining a variety of management services essential to the direction and operation of NCEP's Office of the Director.

Duties:

- Conducts studies of work processes and procedures.
- Identifies problems, reviews production standards, and makes tentative recommendations for problem resolution.
- Reviews reports and studies to ensure that user requirements are met and appropriate rules and regulations are utilized.
- Assists in the development of directives and the design, development, documentation, and implementation of various reporting systems.
- Provides a broad range of administrative support in the areas of travel, time and attendance, purchasing, budget tracking and event planning scheduling, coordination and planning.

Knowledge, Skills, and Abilities (KSAs):

- Knowledge of Federal and agency regulations and directives as well as NOAA organizational specific directives, programs, and missions to understand their impact on programs.
- Knowledge of management analysis techniques to identify, consider, and resolve issues or problems.
- Knowledge of operating guidelines governing administrative programs to help initiate program changes.
- Skill in briefing managers and in communicating tentative recommendations regarding efficiency in program operations.

Educational 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:

- Providing or obtaining a variety of management services.
- Analyzing the effectiveness and / or efficiency of management operations.
- Providing administrative support, to include but not limited to, scheduling and meeting coordination, developing of briefing materials, researching policies and procedures, and serving as a liaison between upper management and subordinate staff for administrative matters.
- Providing comprehensive office management and program support in areas of, purchase card and purchase orders, time and attendance, communications, travel, transportation, event coordination, mail and distribution, printing and publishing, merit award packages, and records storage and disposal.
- Tracking and analyzing office expenditures against budget targets for travel and training.
- Developing and revising standing operating procedures.
- Overseeing and review of domestic, international, and group travel.
- Providing assistance with event coordination.
- As Purchase Cardholder, for micro-purchases.

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: Genene.Fisher@noaa.gov and Kimberly.Montgomery@noaa.gov

NOTE: *Do not send PII info to this email account*

Any PII information should be sent using DOC's approved Accellion Secure File Transfer program – found at <https://sft2.doc.gov/>

Additional Questions – Point of Contact:

Genene Fisher
Executive Officer
National Center for Environmental Prediction
Genene.Fisher@noaa.gov
301-683-1323