

NOAA INTERNAL JOB OPPORTUNITY FOR NON-COMPETITIVE REASSIGNMENT

Open Period: October 25 to October 31, 2016

Title, Series, Band/Grade: Program Analyst, ZA-0343-II (GS-07 /10- Equivalent)

Duty Station: Silver Spring, MD

Who May Apply/ Area of Consideration: Current NOAA employees at the ZA Pay Band 2 within the Continental United States or within the Washington area.

Relocation: Relocation expenses will not be considered.

Security Level: Low Risk

Background: An opportunity is available to serve as an Administrator Support Assistant in the Office of the Assistant Administrator for Oceanic and Atmospheric Research (OAR) Line Office. This position will allow the selected qualified candidates to develop and sharpen their professional skills in supporting to NOAA senior executives to ensure the smooth operation of a front line office.

Duties: The Administrative Support Assistant reports to the OAR Chief of Staff and the duties cover a range of administrative duties supporting the Front Office of the Assistant Administrator for OAR. This includes:

- managing the OAR Controlled Correspondence Unit to ensure timely and high quality
- production and clearance of controlled correspondence;
- serving as the liaison between OAR and the NOAA Executive Secretariat on
- correspondence matters;
- developing, following and updating OAR correspondence management processes,
- manuals, templates and guides;
- supporting the OAR Front Office operations, including reception desk staffing,
- executive calendar management and travel management; and
- serving as the time-keeper for the OAR Front Office.

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

Knowledge, Skills, and Abilities {KSAs):

- Knowledge of the principles, policies, practices, and procedures of correspondence management;
- Knowledge of organizational administrative or management functions, scheduling
- time keeping, procurement, records management and travel authorization and
- voucher preparation;
- Strong organizational skills;
- Ability to achieve administrative or program objectives;
- Ability to identify problems, propose solutions, and defend recommendations, and
- Ability to write and communicate clear guidelines

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

Specialized Experience Statement: Applicants must possess one year of specialized experience equivalent in difficulty and responsibility to the next lower grade level in the Federal Service. 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. This experience need not have been in the federal government. Specialized Experience for this position includes maintaining an automated correspondence system; overseeing supervisor and staff calendars; establishing operating procedures for administrative functions; acting as point of contact on procedural matters to instruct others; drafting correspondence; and communicating in writing to explain complex policies and procedures.

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: Noha.Gaber@noaa.gov ***Do not send PII/ info to this email account***

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>

Additional Questions - Point of Contact:

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Chief of Staff

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