



## Departmental Offices

A full time (40 hours per week) career position is available for a Director, Office of Legislative and Public Affairs in the organization of Community Development Financial Institutions Fund (CDFI). The Fund is charged with promoting economic revitalization and community development primary through investment in and assistance to CDFIs and through encouraging insured depository institutions to increase lending, financial services and technical assistance to CDFIs and within distressed communities throughout the United States. Among other things, the Fund provides grants, loans, deposits, equity investments and technical assistance to organizations engaged in community development finance, and tax credit allocations through its New Markets Tax Credit Program.

The Director, Office of Legislative and Public Affairs is a senior management position within the Fund reporting directly to the Fund's Director. The incumbent is charged with broad-ranging responsibilities that include establishing and maintaining an effective legislative and public affairs program for the agency; communicating the legislative agenda and/or proposed modifications through Departmental Offices and Congressional staff; and developing plans and strategies for optimum communication with external parties and the Fund's constituents. Professional contact and dealings includes playing an integral role in the planning, development and implementation of special events and ceremonies that may involve the President, the Secretary of the Treasury and the Fund Director.

Announcement #: **000029**  
Opening Date: **10/28/2002**  
Closing Date: **11/27/2002**  
Position: **Director, Office of Legislative and External Affairs**  
Grade/Band: **GS - 0301 - 15**  
Promotion Potential: **GS - 0301 - 15**

Number of Positions: **1**  
Salary: **\$92,060.00 - \$119,682.00 Per Year**

Location: **WASHINGTON, DC**  
Work Schedule: **Full-Time**  
Job Type: **Regular - Competitive**  
Area of Consideration: **Open to Everyone**  
Relocation Expenses: **Will not be paid**  
About Us: **The Mission of the Department of the Treasury is to promote prosperous and stable American and World economies, manage the government's finances, safeguard our financial systems, protect our nation's leaders, and secure a safe and drug-free America, and continue to build a strong institution.**

**General Information:**

Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well-qualified for the position to receive consideration for special priority selection and submit applications before the closing date of the announcement to receive consideration for special priority selection. Treasury hiring offices determine which applicants are well-qualified based on job-related requirements that are applied fairly and consistently in all cases. CTAP/ ICTAP eligibles will be considered well-qualified if they possess the knowledge, skills, and abilities which clearly exceed the minimum qualification requirements for the position. Hiring offices may request CTAP/ICTAP eligibles to provide a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location.

**Basic Eligibility:**

This announcement is a solicitation for all qualified candidates. Applicants must be U.S. citizens in order to be considered for this position. It does not, however, restrict the right of the selecting official to consider or select applicants from other recruitment sources. Current Federal employees who wish to apply for this position may submit 2 complete applications to be considered under the merit promotion plan and the competitive process. If only one application is received, it will be considered under the merit promotion plan only.

Applicants must successfully complete a background investigation in order to obtain a security clearance. This may include a review of personal finances, including a credit check, drug/alcohol abuse, arrest history, misconduct in prior employment, association with individuals involved in illegal activities, fingerprint results, etc.

Selectees must provide financial disclosure statements which will be used to evaluate any potential financial conflicts of interest where an employee can benefit financially based on his/her work-related knowledge.

Selectees will be required to work 40 hours per week.

**Candidate Evaluation:**

Applicants must meet Minimum Qualifications and Selective Placement Factors, and will be further evaluated on the Accomplishments and Competencies Required for the Position. Please review these carefully. Applicants should provide narrative statements to demonstrate experience in these areas. Applications will be rated and ranked by a panel of subject matter experts on the Accomplishments and the Competencies Required to perform the duties of the position. Resumes must reflect relevant work experience, education, and training as demonstrated in response to the questions.

Candidates must provide additional documentation, including Federal personnel actions (SF-50s), current Federal performance appraisals, college transcripts, and/or test scores, to support or validate qualifications.

**Minimum Qualifications:**

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Candidate must possess 1 year of "specialized" work experience equivalent to the GS-14 grade level.

Candidates for supervisory positions should also have experience directly related to planning and directing the work of others. In addition, candidates must have experience working in a team environment performing one or more of the following tasks: leading group consensus decision-making processes, acting as a coach or mentor, and/or facilitating group problem-solving exercises.

**Selective Placement Factors:**

I. Knowledge of the legislative process to support an agency's legislative issues as they occur; either by initiation or proposed legislation; to monitor the legislative process and address those that may have an adverse impact on an

PLEASE SEE THE REMAINDER OF THIS FACTOR ON PAGE #4 UNDER THE SECTION OF OTHER INFORMATION.

Demonstrated ability to effectively represent an agency before Congress and the public; i.e., representing agency at formal presentations, briefings, conventions etc, and providing advice on areas of public interest and developing responses. “

**Accomplishments:**

Are you a current Federal employee who received a performance appraisal with a fully successful or equivalent rating within the last year?

**Competencies Required for the Position:**

Mastery of a wide range of administrative laws, policies, regulations, and precedents of one or more public programs.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Plans, distributes, coordinates, and monitors work assignments; evaluates work performance, provides feedback on performance; ensures staff are appropriately selected, utilized, and developed, and are treated in a fair and equitable manner.

Knows the organization's mission and functions, and how its social, political, and technological systems work and operates effectively within them; this includes the programs, policies, procedures, rules, and regulations of the organization.

Understands where the organization is headed and how to make a contribution; takes a long-term view and recognizes opportunities to help the organization accomplish its objectives or move toward the vision.

**How to Apply:**

Applications must be received by the closing date of the announcement in order to be considered. Applicants may email, fax, or mail applications to the contact person listed on the vacancy announcement. Failure to submit a complete application, including supporting documentation, could result in the disqualification of your application.

Applications must be received by the human resources office by 11:59pm Eastern Time November 27, 2002.

**Other Information:**

We offer a comprehensive benefits package that includes the following: Federal Employees Health Benefits, Federal Employee Group Life Insurance, a retirement plan with a 401(k)-type savings plan, 13 days sick leave each year, 13, 20 or 26 days of annual leave each year depending on years of Federal service, and 10 days paid holiday each year. In addition, our bureau may participate in one or more of the following programs: Voluntary Leave Transfers Program, Federal Employees Family Friendly Act, Family and Medical Leave Act (FMLA) of 1993, Part-Time Career Employment Program/Job Sharing, Flexible Work Schedule Program, and/or Compressed Work Schedule Program. Employees are eligible to receive performance and incentive awards and may participate in various forms of Employee Development and Training. Employees are eligible for services at a Federally run Health Unit. All Federal facilities are smoke-free and maintain 24 hours a day building security/maintenance.

We are an Equal Opportunity Employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other differences.

We provide reasonable accommodations to applicants and employees with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. Decisions on granting reasonable accommodation will be made on a case-by-case basis.

REMAINDER OF SELECTIVE FACTOR agency's program, position, goals and mission;and to identify issues and problems with respect to an agency's legislative agenda.

**Contact Information:**

Contact Name: Vera C Jones  
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