

AGENCY NAME: US AbilityOne Commission

JOB ANNOUNCEMENT NUMBER: CPPBSD275

POSITION TITLE: Deputy Director of Business Operations (Procurement List Ops)

PAY PLAN/SERIES/GRADE: GS-0301-14

HOW MANY VACANCIES? One

FULL PERFORMANCE LEVEL: GS-14

SALARY: \$114,590 to \$148,967 per year

DUTY LOCATION: Arlington, VA

OPEN PERIOD: September 7, 2018 – September 12, 2018

WORK SCHEDULE: Temporary NTE 120 days
(May be made permanent without further competition)

WHO MAY BE CONSIDERED: ABILITYONE EMPLOYEES ONLY

JOB SUMMARY: U.S. AbilityOne Commission is a 15-Member, presidentially appointed independent Federal government agency that provides oversight, governance, and administration of the AbilityOne Program. The AbilityOne Programs' mission is to create employment opportunities for people who are blind or have other significant disabilities (PBSD). It is the Commission's responsibility to determine what products and services required by the Federal government are suitable for provision by NPASs employing PBSD. It then leverages the Federal procurement system to facilitate the award of contracts for these products and services to NPASs designated by the Commission to provide them.

KEY REQUIREMENTS: Time in Grade requirements must be met by the closing date of this announcement.

MAJOR DUTIES:

As a Supervisory Deputy Director of Business Operations for Procurement List (PL) Operations, you will provide assistance to the Director of Business Operations (DBO) in managing the day-to-day operations and procedures of PL administration and other activity throughout the Business Operations directorate area of responsibility. Specifically, you perform the following duties:

- Manages the day to day operations of the Procurement List (PL)

- Strong understanding of the complexities of the various products and services on or to be added to the PL.
- Manages the agency's Federal Register process with extensive knowledge of the Administrative Procedures Act (APA).
- Gathering data, conducting operational analyses, and execution in order to develop, coordinate, and maintain activities on the PL Information Management System (PLIMS).
- Works closely with the Central Nonprofit Agency (CNA) staffs, and senior Commission staff to develop, coordinate, implement, and maintain detailed operational analyses, performance, and PLIMS activities.
- Ensures the smooth flow of accurate and timely procedural information to and from the CNAs, NPAs, and other Commission staff.
- Responsible for first-line supervision of PLIMS activities and functions.
- Responsible for the agency's PL management planning and execution, including directing and managing the Commission members' voting process and implementing the agency's PLIMS as it relates to user experience, effectiveness and execution.
- Supervises a staff of Business Management Specialists and Business Management Analysts, which may include other specialists engaged in PLIMS activities.
- Applies the principles, concepts, practices and methods of program management with emphasis on the ability to handle several complex issues at once, delegate tasks and supervise staff members in the PL aspects of the AbilityOne Program
- Identify, diagnose potential or actual problem areas relating to program implementation and goal achievement; develop and recommend alternative courses of corrective action, and take action from developed contingency plans.
- Serves as a subject matter expert on all aspects of PL functions and operational Agency policy and advises on matters such as content, presentation, interpretation and explanation of information to senior and executive leadership.
- Conducts and participates in a wide range of meetings and seminars to carry out day-to-day business of the business operations directorate functions of the organization.
- Aids the DBO and other senior leaders in developing Commission policies, procedures and memorandums.

QUALIFICATIONS REQUIRED: Applicants must have one year of specialized experience equivalent to at least the GS-13 level in the normal line of progression for the occupation in the organization to qualify at the GS-14 level. Examples of specialized experience would typically include, but are not limited to: 1. Managing a variety of analytical and evaluative techniques and applying a wide range of qualitative

and quantitative methods to conduct assessments and suggest improvements of complex administrative management processes and systems. 2. Experience working in personnel, with knowledge of training, performance management, budget, FOIA, travel policies and procedures and providing advice and guidance to managers in these program areas. 3. Experience communicating orally and in writing; preparing formal reports, correspondence, studies and participating and leading meetings, committees, writing regulations and standard operating procedures. 4. Ability and experience using Excel and power-point slides to prepare formal presentations. 5. Knowledge of quantitative and qualitative analytical techniques for analyzing and measuring the effectiveness, efficiency and productivity of administrative and technical programs.

OTHER EMPLOYMENT CONDITIONS AND REQUIREMENTS: TIME-IN-GRADE (TIG) Restrictions for GS Positions: Applicants must have served at least 52 weeks at the GS-13 or higher grade within the Federal Civil Service or equivalent in an alternate pay system) to be considered for (referral) to the GS-14 level.

POSITION MAY BE MADE PERMANENT WITHOUT FURTHER COMPETITION

HOW APPLICANTS WILL BE EVALUATED: To determine if you are qualified for this job, a review of your resume and supporting documentation will be made and compared against the position description. Your qualifications will be evaluated on the basis of your level of knowledge, skills, abilities, and/or competencies in the following areas:

- Knowledge of the AbilityOne Procurement List and its operations and function
- Ability to apply fact-finding and work measurement techniques for planning, evaluating and executing an objective
- Ability to communicate orally and in writing (to prepare formal reports, correspondence, memorandums, etc.)

HOW TO APPLY INSTRUCTIONS: Please submit your resume and any supporting documentation to the email listed below. The complete package must include your resume, your latest SF-50 (Personnel action) and any other supportive documentation. Your package must be received by midnight of the closing date of this announcement.

CONTACT NAME & NUMBER Kelvin R. Wood, Chief of Staff

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