



BPA VACANCY ANNOUNCEMENT (#002817-05-BPA)

U.S. DEPARTMENT OF ENERGY
BONNEVILLE POWER
ADMINISTRATION

POSITION AND LOCATION: Office Manager, GS-303-8/9, Vancouver, WA

This is a temporary promotion/detail opportunity, NTE 1 year.

OPENING DATE:
11/16/04

CLOSING DATE:
11/30/04

ANNUAL PAY RATE
GS-8: \$37,878 - \$49,242
GS-9: \$41,837 - \$54,388

Selections at Bonneville Power Administration (BPA) are based on merit and are accomplished without regard to political, religious, or union affiliation or non-affiliation, marital status, race, color, national origin, sex, sexual orientation, age, or non-disqualifying physical disability; nor will such action be based upon any personal relationship, patronage, or nepotism.

WHO MAY APPLY: Career and Career Conditional Employees of Bonneville Power Administration only.

POSITION LOCATION: Transmission Business Line, Supply Chain Services—TL

NOTES:

This is a temporary promotion/detail opportunity, not to exceed 1 year. Temporary promotions may be extended up to five years or be made permanent without further competition. If this opportunity is not extended or made permanent, the employee will be returned to their original position of record, or to a different position of equivalent grade and pay. Temporary promotions may be terminated at any time based on the needs of management. Note: Applicants must meet the qualification requirements of the position to be eligible for temporary promotion.

Details are available to applicants who are currently employed at a grade at least equivalent to, or a higher grade than, the advertised position- no salary increase is associated with accepting a detail. Applicants do not need to meet the qualification requirements of the position to be eligible for a detail. Details can be extended up to a total period of two years (in 120-day increments). Detailed employees will be returned to their original position of record. Details may also be terminated at any time based on the needs of management.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

CAREER TRANSITION ASSISTANCE PROGRAM (CTAP)/INTERAGENCY CAREER TRANSITION ASSISTANCE

PROGRAM (ICTAP): Displaced or surplus employees who may be entitled to consideration under CTAP/ICTAP must meet the OPM and BPA requirements for consideration. 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. Well qualified for merit promotion (status applicants) means an applicant who possesses the knowledge, skills, and abilities which clearly exceed the minimum qualification requirements for the position, including being evaluated at the "3" or equivalent rating level on all quality ranking factors. Well qualified for non-status applicants means an applicant who scores 85 points or higher prior to the addition of veteran's preference points, if applicable. Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes 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. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible. For additional information, please refer to <http://www.opm.gov> or to <http://www.jobs.bpa.gov>.

MAJOR DUTIES: The incumbent serves as a key member of the management team with responsibilities for participating in management decisions. Participates in work sessions with organization top management to plan strategic organization goals and objectives. Provides input of an administrative or non-technical nature. Takes notes of meeting discussions, transcribes, and disseminates to attendees. Responds to inquiries and issues both sensitive and non-sensitive brought to the Manager's attention by staff members, managers, officials throughout the agency, other Federal agencies, BPA customers, news media, and public interest groups. In emergency situations, may issue instructions after consultation with the Manager. Notifies the appropriate staff of the need for information or recommendations, follows up to ensure a timely response by others and reviews material to ensure subject has been appropriately addressed. Keeps updated on issues,

priorities, and sensitivities affecting work of the organization and agency through consistent and on-going communication with the Manager, Vice President, other managers and outside contacts. Demonstrates good judgment and understanding of potential effects when advising managers of upcoming events that might have a bearing on future decisions.

QUALIFICATION REQUIREMENTS (For temporary promotion): Applicants must have had a total of 1 year specialized experience that has equipped them with the particular knowledge's, skills and abilities to perform successfully the duties of the position, and that is typically related to the work of this position. **Specialized Experience:**

GS-8: Experience providing secretarial or administrative support within an office and managing a supervisor's calendar.

GS-9: Experience providing secretarial or administrative support within an office. Implemented organizational procedures to be followed within the work unit, and advising clerical staff of such procedures. Experience managing a supervisor's calendar.

Note: In order to be rated as qualified for temporary promotion, we must be able to determine that you meet the specialized experience requirement - please be sure to include this information in your application. To be creditable, specialized experience must have been equivalent to the next lower grade of the position to be filled. Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.

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TIME-IN-GRADE RESTRICTION(s): Applicants must have served 52 weeks at the next lower grade level in the Federal service.

BASIS OF RATING: No written test is required. If qualified, ratings will be based on an evaluation of the quality and extent of experience, education, and training in relation to the following knowledge's, skills, and abilities. It is **strongly recommended** that applicants provide a narrative response to the knowledge's, skills, and abilities listed below. Failure to do so may result in a lower score **and** non-referral to the selecting official.

- 1. Ability to provide office management support to a manager.** (Describe your experience providing administrative support to a manager. Discuss the nature of the administrative support you provided (e.g. developing procedures, managing a calendar, arranging meetings, conferences, presentations.) Discuss any leadership experience which may have included managing workflow and oversight for clerical staff, etc.)
- 2. Ability to work effectively and independently in a high volume work environment under the pressure of deadlines, frequent interruptions, and changes in priorities, and make decisions with a minimum of supervision.** (Please describe your experience working in an office dealing with programs that changed in priority and time-frames. Include whether these changes were frequent and what impact it had on your work. How did you handle these situations?)
- 3. Ability to establish and maintain positive interpersonal relationships, and communicate with a wide variety of individuals and officials with diverse backgrounds and interests.** [Discuss your experience building and fostering internal, external, vendor, and customer relationships. Describe the types of diverse backgrounds each represent. (i.e. professional, administrative, technical, customer, etc) and the role you played.]

APPLICATION INFORMATION:

There is no specific required application form. There is specific information that you are required to submit. For further information on completing your application, please refer to the statement below "Required Information on Resumes."

- Applicants may, at their choice, submit a resume, the Optional Application for Federal Employment (OF 612), a copy of the obsolete Application for Federal Employment (SF 171), or any other written application format.
- All applications must contain sufficient information to determine eligibility for the position.
- **Applicants will not be contacted for missing information. Material received after the closing date will not be accepted.**

HOW TO APPLY:

Submit your application with supplemental information. It must be received with the application. Your application package should include the following:

1. Your resume, or other application, that fully describes your education and experience.
2. Narrative responses to Knowledges, Skills, and Abilities.

REQUIRED INFORMATION ON RESUMES*:

1. Announcement number, title, and grade of the position for which you are applying.
2. Your full name, mailing address, and day and evening telephone number.
3. Your e-mail address (please provide if available – failure to provide will not effect the processing of your application.)
4. Your Social Security Number.
5. Country of citizenship.
6. High school attended which includes name of high school, location (city/state), and date of diploma or GED.

7. Work experience (Paid and non-paid experience related to the job for which you are applying. Include job title **YOU MUST INCLUDE SERIES AND GRADE IF FEDERAL JOB**, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (**including month and year**), hours worked per week, salary).
8. Indicate if we may contact your current supervisor.
9. A list of other job related training, skills (for example, languages, tools, machinery, typing speed, etc.), certificates and licenses, honor societies, awards, professional membership, publications, leadership activities, performance awards, etc.

***Please note that if your resume or application does not provide all the information requested in the vacancy announcement, you may lose consideration.**

FORMS AVAILABILITY: All application materials may be obtained from all Bonneville Power Administration Human Resources offices (2401 NE Minnehaha Street, Construction Services Building, Vancouver, WA 98663; or 905 NE 11th Avenue, Portland, OR 97232), or by calling 360-418-2090 or 503-230-3055. You may also download a copy of this announcement, including all forms from our website at <http://www.jobs.bpa.gov/>

If you have questions, you may call the Staffing Center at 360-418-2090 or 503-230-3055.

Applicants should retain a copy of their application as BPA does not return applications or provide copies.

WHERE TO APPLY:

If **mailing** your application, please send to the following address: Bonneville Power Administration, ATTN: Personnel Services – CHP/CSB-2, PO Box 491, Vancouver, WA 98666, (street address): 2401 NE Minnehaha Street, Vancouver, WA 98663

If applications are delivered in person, they can be delivered to the address above **OR** to: Bonneville Power Administration, Personnel Services, 905 NE 11th Avenue, Portland, OR 97232.

RECEIPT OF APPLICATION:

Your complete application must be received no later than 12 midnight Pacific Standard Time (PST) of the closing date to be accepted. Applications submitted by fax or e-mail must be time/date stamped or electronically postmarked at point of origin no later than 12 midnight PST.

Applicants will be notified of receipt of their application package.

FAX APPLICATIONS:

Faxed applications should be sent to **360-418-2063**. Applicants are responsible for ensuring that application materials transmit successfully.

EMAIL APPLICATIONS:

Applications should be sent as email attachments to: jobs@bpa.gov. The Announcement Number must be included in the subject line of the email. Required forms may be sent as email attachments, may be faxed, or sent as hard copy. Application materials provided by different means must be cross-referenced so they may be combined at BPA. Applicants who apply by email will receive an email confirmation. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.

THE BONNEVILLE POWER ADMINISTRATION IS A HARASSMENT FREE WORKPLACE.

www.va.gov	http://www.jobs.bpa.gov/	www.usajobs.opm.gov	http://www.opm.gov/qualifications/index.htm
Veterans Administration	Bonneville Power Administration	Office of Personnel Management Jobs	Office of Personnel Management