



Supervisory Grants Management Specialist

\$86,927.00 – \$133,543.00

Job: EAC-09-01

Open Period: Wednesday, January 8, 2009 to Friday, January 30, 2009

Job Summary:

The U.S. Election Assistance Commission (EAC) is an independent bipartisan commission established by the Help America Vote Act (HAVA). HAVA was enacted to distribute and monitor HAVA funds to states for election administration improvements; to issue, and periodically review and modify, as necessary, voluntary voting system guidelines; to conduct periodic studies of election administration issues; to establish best practices and guidelines on election administration for state and local election officials; to accredit voting system test labs and certify voting equipment; and to provide Congress with a bi-annual report to assess the impact of the National Voter Registration Act (NVRA), and the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) biannually. EAC serves as a National clearinghouse and resource for information with respect to the administration of Federal elections.

For an overview of the diverse responsibilities EAC carries out in regards to election reform, we welcome you to visit our web site at <http://www.eac.gov>.

The incumbent of the supervisory grants management specialist position serves as the Director of the Division of HAVA Payments and Grants and reports to the Chief Financial Officer. The Division is responsible for \$3 billion in payments that were distributed to states in fiscal years 2004 and 2005 (which remain available until expended) and for additional payments to states as periodically authorized by Congress, including \$115 million appropriated in fiscal year 2008. The purpose of the payments is to improve the administration of elections for Federal office. The Division is also responsible for small annual grants to educational institutions, other non-profits, and state agencies for training poll workers and for mock elections.

The supervisory grants management specialist manages all aspects of the award, oversight, and closing of EAC Federal financial assistance and the supervision of Division staff. The incumbent provides expert advice and guidance related to Federal grants management, helps resolve complex issues related to the financial and administrative characteristics of grant programs and HAVA, and coordinates with other units of the EAC as applicable.

Major Duties:

The supervisory grants management specialist manages and supervises the overall operations of the Division of HAVA Payments and Grants. This includes supervising employees within the Division; establishing Division goals, objectives, measures and budgets, and directing overall office assignments and projects. As the principal point of contact concerning EAC grant funds management, the incumbent works in a cooperative manner with EAC officials and with state and other recipients to encourage sound program administration and to enforce program and financial compliance with the provisions of HAVA, Office of Management and Budget (OMB) guidance, EAC policies, and recipient agreements and plans. Additionally, the incumbent establishes and maintains liaison with other Federal agencies on matters related to grants.

The supervisory grants management specialist coordinates with other EAC offices to make sure EAC grant management practices are integrated in the EAC goals and procedures regarding effective and efficient financial management of Federal funds. The incumbent ensures that the following activities are accomplished effectively and efficiently (and in some cases performs the activities):

- Evaluates Federal grant proposals, state plans, and state certifications;
- Analyzes financial and performance reports submitted by grantees;
- Reviews reimbursement requests for appropriateness;
- Performs site visits to measure grantee performance and compliance;
- Resolves findings and tracks status of audit reports;
- Develops recommended policy on the uses of EAC grant funds;
- Manages indirect cost rates negotiations with state government agencies;
- Prepares special reports and presentations; and
- Presents training on HAVA assistance programs and on Federal financial management standards for grantees.

Qualifications:

A determination of your minimum qualifications will be based on the requirements listed below. You will be evaluated based upon the experience and/or education reflected in your resume. Please use clear and concise descriptions/examples when describing your experience. Applicants are advised that all information concerning qualifications is subject to investigation. False representation may be grounds for nonconsideration, nonselection and/or appropriate disciplinary action.

All candidates must have at least one year of specialized experience as a grants management specialist at a level equivalent to the next lower grade level in the Federal Service, where such experience equipped the candidate with the knowledge, skills and abilities needed to perform the duties of the supervisory grants management specialist position.

Specialized Experience:

You qualify for this position Successful candidates if you possess at least one year of specialized experience as a grants management specialist at a level equivalent to the next lower grade level in the Federal Service, where such experience equipped you

with the knowledge, skills and abilities needed to perform the duties of the supervisory grants management specialist position.

Examples include administering grants management principles, processes and methods; analyzing and reviewing the grant application review process to ensure compliance with EAC and Federal regulations; serving as grants officer; approving/disapproving grantee pre-award and post-award requests; interpreting and reviewing grants management policies and procedures and making recommendations on findings; providing technical guidance and assistance to grant staff and grant recipients; and negotiating terms of grant awards with grantees to include resolving problems.

Desirable Experience:

- Knowledge of the Help America Vote Act (HAVA) of 2002, and the pertinent regulations, policies, procedures, precedents, and directives affecting election administration. Although not required, is desirable and should be highlighted in the cover letter and/or resume.
- Engagement in lifelong learning to enhance own performance.

How You Will Be Evaluated:

Qualified candidates will be rated by comparing each candidate's qualifications to the skills and experience pertinent to the position. The following Knowledge, Skills and Abilities (KSAs), are of particular importance to the position and **MUST** be addressed separately in your application. Qualified candidates may be invited for one or more interviews. Final selection will be made on the basis of relevant experience, education, training, performance appraisals, job-related awards, interview, and the Knowledge, Skills and Abilities identified below.

1. Demonstrated knowledge and experience with overseeing noncompetitive and competitive grants and companion processes.
2. Demonstrated knowledge of financial management, information gathering and analysis techniques.
3. Skill in the design and preparation of reports and other written products.
4. Ability to use judgment when interpreting legislation directives and converting those directives to practical processes and procedures to resolve program problems or provide program support.
5. Demonstrated leadership qualities to manage a diverse workforce including professional personnel from a variety of backgrounds, points of view and skill level.

CONDITIONS OF EMPLOYMENT:

- A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to meet these requirements will be grounds for termination.
- Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for federal service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.
- As a condition of employment, male applicants born after December 31, 1959 must certify that they have registered with the Selective Service System or are exempt from having to do so under the Selective Service Law.
- The position will have a one year probationary period.
- Materials submitted as a part of package will not be returned.

How To Apply:

You may submit a resume, the Optional Application for Federal Employment (OF-612), an SF-171, or any other written format of your choice which clearly identifies the following information:

1. Job Information-Announcement number and title.
2. Personal information, including full name, mailing address (with zip code), day and evening phone numbers (with area code), country of citizenship, veterans' preference, highest Federal civilian grade held with job series, title, and dates held (**NOTE:** Social Security Number is not required on your application).
3. Education, including degree(s) earned and the institution granting them.
4. Experience, including job titles, duties and accomplishments, employers' names and addresses, supervisors' names and phone numbers, starting and ending dates (month and year), hours per week, and salaries. Please indicate whether we may contact your current supervisor.
5. Any other relevant qualifications you want us to consider, including training courses, skills, certificates and licenses, honors, awards and special accomplishments.

Your application materials must also include your responses to the knowledges, skills and abilities listed under the "How To Apply" Section.

If you are a Federal employee, please include:

- A copy of your most recent Federal performance appraisal.
- A copy of an SF-50, Notification of Personnel Action, showing your appointment status, if you are a current or former Federal employee.

If you do not provide all the information requested, you may lose consideration for the position. None of these documents will be returned. Application materials must be postmarked by closing date and received within five (5) working days. If hand-carried, faxed or emailed, be sure your materials are received by the closing date. Applications received in government postage-paid envelopes will not be considered and are a violation of Federal law and regulation. You may find general application information, the OF-612 and other forms, at the web site of the U.S. Office of Personnel Management, see www.usajobs.opm.gov.

Applicants may submit all application materials to the following email address:
Resumes@eac.gov

OR

Mail to:

U.S. Election Assistance Commission
1225 New York Avenue, NW, Suite 1100
Washington, DC 20005

OR

Fax to: 202-566-0010

Contact Information:

Sheila Banks
Phone: 202-566-3100
Fax: 202-566-0010

Or write:

U.S. Election Assistance Commission
1225 New York Avenue. NW
Suite 1100
Washington, DC 20005
United States
Fax: 202-566-0010

What To Expect Next:

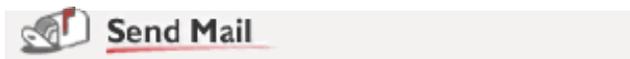
Applicants will be rated upon an evaluation of the relevance and quality of their experience, education and continuing professional development efforts as reflected in

their applications and supplemental statements addressing the Knowledge, Skills, and Abilities identified. Your answers will be verified against information you provide on other forms (such as your application) and/or by reference checks. The level of education, experience, and/or training you claim must be supported in your application.

For further information regarding the U.S. Election Assistance Commission, please visit our web site at: www.eac.gov.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.



Send Mail to:
U.S. Election Assistance Commission
1225 New York Avenue. NW
Suite 1100
Washington, DC 20005
United States
Fax: 202-566-0010



For questions about this job:
Sheila Banks
Phone: 202-566-3100
Fax: 202-566-0010