

# Election Assistance Commission

**Job Title:** Executive Director

**Agency:** Election Assistance Commission

**Job Announcement Number:** EAC-15-02

**SALARY RANGE:** \$148,700.00 / Per Year  
**OPEN PERIOD:** Wednesday, April 1, 2015 to Monday, April 20, 2015  
**SERIES & GRADE:** ES-340-00  
**POSITION INFORMATION:** Full Time - Excepted Service  
**DUTY LOCATIONS:** 1 vacancy in the following location:  
Silver Spring, MD  
**WHO MAY APPLY:** United States Citizens  
**SECURITY CLEARANCE:** Public Trust - Background Investigation  
**SUPERVISORY STATUS:** Yes

## **JOB SUMMARY:**

The United States Election Assistance Commission (EAC) was established by the Help America Vote Act of 2002 (HAVA). The agency is charged with developing guidance to meet HAVA requirements, adopting voluntary voting systems guidelines, accrediting testing laboratories, certifying voting systems, maintaining the national mail voter registration form, auditing the use of HAVA funds, and serving as a national clearinghouse of information about election administration. Four commissioners, appointed by the President and confirmed by the U.S. Senate, are responsible for setting policy and assuring the mission of the EAC is carried out. The Commissioners appoint an Executive Director to oversee the Commission's day-to-day operations.

The Executive Director in consultation with the Commissioners is expected to: (1) prepare policy recommendations for commissioner approval, (2) implement policies once made, and (3) take responsibility for administrative matters. The Executive Director may carry out these responsibilities by delegating matters to staff.

The incumbent serves as the senior official in a line capacity for overseeing the staff and carrying out the mission of the agency as set by the Commissioners. The Executive Director

serves as the interface with other Federal agencies providing support services (i.e., GSA, NARA, SAC, etc.). The Executive Director has wide latitude to direct staff and resources in accomplishing the Commission's goals and desired results. Reporting to this position are senior EAC staff with expertise in their areas of responsibility.

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>.

#### **TRAVEL REQUIRED**

- Occasional Travel
- 1 to 5 nights

#### **RELOCATION AUTHORIZED**

- No

#### **KEY REQUIREMENTS**

- U.S. Citizens or National
  - Relevant experience (See Qualifications)
  - Males born after 12/31/59 must be registered with the Selective Service
  - Selected candidate must be able to obtain a top secret security clearance
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#### **MAJOR DUTIES:**

- Provides leadership in the development and implementation of strategies, programs, policies, decisions, and other actions adopted by the Commissioners.
  - Plans, organizes, staffs, oversees, controls, reviews, authorizes and coordinates program area projects, assignments and activities to ensure efficient and effective results.
  - Evaluates the performance of subordinate managers against performance plans, budgets and EAC goals; performs other administrative functions as may be delegated under the Commission's authority and EAC policies.
  - Directs the preparation of recommendations, reports, and other materials for Commissioner, advisory board, and public meetings.
  - Develops and prepares written and oral materials, for presentations to congressional, legislative and public/private policy groups, Commissioners, advisory boards, and EAC staff.
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#### **QUALIFICATIONS REQUIRED:**

Qualifications include both general management skills and characteristics that are applicable to leadership positions in the Federal government AND technical or program responsibilities

specific to this position. Applicants must have substantive experience which provides a good basic knowledge of the principles of organization, management and administration; and substantive specialized (operating administrative and managerial) experience in a type of work or a combination of functions directly related to this position.

#### **REQUIREMENTS:**

Applicants must have substantive general experience which provides a good basic or general knowledge of the principles of organization, management and administration; and substantive specialized (operating administrative or managerial) experience in a type of work or a combination of functions directly related to this position.

Typically, experience of this nature will have been gained at or above the GS-15 grade level in the Federal service, or its equivalent with state or local government, the private sector, or non-governmental organizations. Your resume needs to emphasize your level of responsibilities, the scope and complexity of programs managed, and your program accomplishments, including the results of your actions.

#### **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. Your resume and narrative responses to the mandatory technical qualifications listed below are an integral part of the process for determining your basic and specialized qualifications for the position. Responses that are not supported by your resume will eliminate you from consideration.

**MANDATORY TECHNICAL QUALIFICATIONS:** All applicants must submit written statements for the following Technical Qualifications (TQ). Your narrative response must not exceed two (2) pages per TQ:

1. Demonstrated experience of successfully leading and managing the diverse and administrative programs and activities critical to a federal agency mission including, information technology, budget and finance, human resources, procurement and records management.
2. Experience in policy development and implementation, program integration and management, and advisory services to a collegial board.

3. Demonstrated ability to provide authoritative recommendations and strategies regarding legislation, regulations, and other policy documents having significant implications for EAC, especially as they relate to election administration.
  4. Effective leadership in working with diverse groups including government agencies, legislature, advocacy groups, and private sector entities to define and achieve policy goals.
  5. Demonstrated expert ability to communicate effectively and persuasively, both orally and in writing, with high-level officials in Federal and State agencies, public interest groups and the general public
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**BENEFITS:**

Benefits include health and life insurance, annual and sick leave, and retirement benefits. Explore the major benefits offered to most Federal Employees [here](#).

**OTHER INFORMATION:**

This job is being filled by an alternative hiring process and is not in the competitive civil service.

Appointment is subject to tally vote consensus by the Commission.

EAC will not pay travel, transportation and relocation expenses.

You may be required to travel and you may be required to apply for a government travel card.

A background investigation is required and continued employment is contingent on completion of that process to determine suitability for federal employment.

It is the policy of the Government not to deny employment simply because an individual has been unemployed or has had financial difficulties that have arisen through no fault of the individual. Information about an individual's employment experience will be used only to determine the person's qualifications and to assess his or her relative level of knowledge, skills and abilities.

The materials you send with your application will not be returned.

Before entering on duty, you will be required to complete a Public Financial Disclosure Report, SF-278. You will need to provide the information annually.

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## HOW TO APPLY:

Submit a narrative statement responding to the knowledge, skills and abilities (KSAs) identified in the EVALUATION FACTORS section of the announcement. This information will be used to determine your eligibility and/or rating and is required.

Applicants may apply for this position with a resume, the Optional Application for Federal Employment (OF-612), or other application format, as long as the application contains the necessary information below:

- Vacancy announcement number; title and grade(s) of the job for which applicant is applying (**NOTE: Social Security Number is not required on your application**).
- All relevant educational information, including college/university, major, type, and year of degree(s) (if no degree earned, show total credits earned and indicate whether semester or quarter hours). See above, mandatory education and credentials under Qualification Requirement.
- Previous employment experience, including job titles, duties and accomplishments, employer's name, number of hours worked per week, and start and end dates (month and year), and, for most recent jobs, annual salary.
- Copy of most recent performance appraisal (if any).
- Narrative Responses to Mandatory Technical Qualifications
- Incomplete application packets will not be reviewed for further consideration.

Mail your application materials so they will be postmarked by closing date and received within five (5) working days. If hand-carried, faxed or emailed, be sure your application is received by 12:00 (midnight) on the closing date.

Send Application Materials to:

[Resumes@eac.gov](mailto:Resumes@eac.gov)

OR

U.S. Election Assistance Commission

1335 East West Highway, Suite 4300

Silver Spring, MD 20910

OR

Fax: (301) 734-3112

**REQUIRED DOCUMENTS:**

- Resume
- Narrative Responses to Mandatory Technical Qualifications
- Recent Performance Appraisal (if any)

**AGENCY CONTACT INFO:**

Shelia Banks

Phone: (301)563-2925

Email: [SBANKS@EAC.GOV](mailto:SBANKS@EAC.GOV)

Agency Information:

US Election Assistance Commission

1335 East West Hwy, Suite 4300

Silver Spring, MD 20910

**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](http://www.eac.gov).

[EEO Policy Statement](#) | [Reasonable Accommodation Policy Statement](#) | [Veterans Information](#) | [Legal and Regulatory Guidance](#)