



POSTAL RATE COMMISSION JOB VACANCY NOTICE

VACANCY ANNOUNCEMENT: **PRC 04-05**

OPENING DATE: SEPTEMBER 16, 2004

CLOSING DATE: OCTOBER 20, 2004

Position Title: **Lead Information Technology Specialist**

Grade: PRC-4

Salary Range: \$64,488 – \$103,182

Location: Office of the Secretary
1333 H Street, NW Suite 300
Washington, DC 20268-0001

AGENCY OVERVIEW: The Postal Rate Commission is a small, independent agency that is part of the executive branch of the Federal government. The Commission currently has an exciting employment opportunity for a highly motivated, highly skilled individual with an educational background in quantitative fields of study, especially statistics, mathematics, economics, and econometrics.

AREA OF CONSIDERATION: All qualified applicants, whether or not in the Federal Government, will receive consideration for the above position without discrimination for any non-merit reason such as race, color, religion, sex, national origin, creed, political affiliation, marital status, age, membership in an employee organization, or physical handicap which does not interfere with accomplishment of the job. The Commission will not pay relocation expenses.

SUMMARY OF DUTIES: The incumbent serves as the team leader of the Commission's Information Technology (IT) staff. This very small IT function is responsible for the design, development, testing, maintenance, and deployment of LAN and Intra/Internet applications. As such, the incumbent leads, and provides advice and guidance to a very small group of IT professionals in the maintenance and occasional development of Intra/Internet applications to include writing functional requirements and program specifications. Team leader responsibilities include: 1) communicating to the team assignments, deadlines, and time frames for completion; 2) coaching the team in the selection and application of problem solving methods, providing advice on work methods, assisting members in identifying the parameters of a solution; 3) distributing and balancing the team's work; 4) adjusting work priorities to meet

assigned goals; 5) monitoring and reporting on work status and reviewing completed work to ensure the team is meeting the supervisor's instructions on work priorities, methods, deadlines and quality; 6) representing the team with the supervisor to obtain resources, and secure information or decisions from the supervisor on work problems; 7) reporting to the supervisor on team and individual work accomplishments, problems, and processes, and individual and team training needs; and 8) overseeing the agency's initiatives to ensure compliance with E-Government Act of 2002 and Section 508 of the Rehabilitation Act. Additionally, assignments may involve: advising senior level agency managers about new developments and advances; evaluating major plans and proposals for major Information Technology programs; proposing new and improved IT systems and investigating a variety of unusual problems, questions, or conditions that impact IT systems. The incumbent will have oversight responsibility for the Commission's document management programs including, document automation, document scanning and imaging, document conversion, document storage, and retrieval and advanced search techniques.

QUALIFICATIONS: Applicants must be U.S. citizens and have experience supervising the work of others. Excellent oral and written communications skills are necessary. Experience in project management is useful.

EVALUATION CRITERIA: Applicants should prepare, using specific examples, a brief description of their qualifications as they relate to each of the selective factors listed below. Applicants who do not meet these factors are ineligible for this position. All applicants will be evaluated on the basis of their experience, training, education, awards, and supervisor assessments.

1. Knowledge of database systems design and maintenance using Oracle and MS Access.
2. Knowledge of current legislation including the E-Government Act of 2002 and Section 508 of the Rehabilitation Act sufficient to ensure agency compliance with requirements.
3. Knowledge of web design, authoring, and editing techniques.
4. Ability to manage the work of a small staff of IT professionals.
5. Ability to manage highly visible IT projects.
6. Ability to effectively communicate, both orally and in writing.
7. Ability to analyze data regarding web site usage, prepare reports regarding findings, and make recommendations for improvements.
8. Ability to prepare and manage a fiscal year IT budget plan.
9. Ability to perform a systems analysis of the current IT environment and prepare short and long term needs analyses.

EVALUATION METHODS: Applicants who meet the qualifications described above will be rated and ranked by a screening panel based on evidence of possession of each of the above technical factors. The highest ranked candidates will be forwarded to the selecting official.

HOW TO APPLY: Applicants must submit one of the following:

1. Form OF 612, "Optional Application for Federal Employment," accessible at www.prc.gov (Employment Opportunities/Applying for PRC Employment) **OR**
2. Form SF 171, "Application for Federal Employment;" **OR**
3. Form PS 991, "Application for Promotion and/or Assignment", **OR**
4. A resume or other application format of applicant's choice; **AND**
5. Supplemental Statement addressing the Evaluation Criteria and KSAs.

Submit application or resume to:

POSTAL RATE COMMISSION
ATTENTION PERSONNEL OFFICER
VACANCY NUMBER **PRC 04-05**
1333 H STREET, NW – SUITE 300
WASHINGTON DC 20268-0001

Please state your current or most recent salary. Hiring salary will be based on previous experience, salary history, and current Commission compensation policies. Enclose a copy of your most recent performance appraisal with the application, if available. Faxed applications will be accepted. Fax to 202-789-6886. Applications will also be accepted by email at personnel@prc.gov. All applications must be received no later than October 20, 2004.

The Postal Rate Commission is an Equal Opportunity Employer