

## **U.S. Department of Commerce Non-Competitive Job Alert**

**JOB ALERT:** Department of Commerce is seeking to fill a **Supervisory Program Management Specialist** position!

**JOB ALERT!!! The U.S. Department of Commerce (DOC), Office of the Secretary is seeking to fill a Supervisory Program Management Specialist Position, ZA-0301-Pay Band 4 (GS-13 to GS-14 equivalent) position located in Washington, DC.** Relocation support is not authorized.

The Department is ONLY accepting resumes from qualified candidates that are eligible under the Schedule A, 30%+ disabled veterans, or Veterans Recruitment Appointment (VRA) non-competitive hiring authorities. For more information on veteran hiring authorities, please visit: <https://www.fedshirevets.gov/job-seekers/veterans/special-hiring-authorities/#content>

### **Organization**

The mission of the Department is to create the conditions for economic growth and opportunity. The Department of Commerce promotes job creation and economic growth by ensuring fair trade, providing the data necessary to support commerce and constitutional democracy, and fostering innovation by setting standards and conducting foundational research and development. Through our bureaus and 46,608 employees (as of January 31, 2018) located in all 50 states, every U.S. territory, and more than 86 countries, we provide U.S.-based companies and entrepreneurs invaluable tools through programs such as the Decennial Census, the National Weather Service, NOAA Fisheries, and the Foreign Commercial Service. Among many other functions, the Department oversees ocean and coastal navigation, helps negotiate bilateral trade agreements, and enforces laws that ensure a level playing field for American businesses and workers.

### **Position Description**

Serves as Chief of the Mail and Multimedia Division. Supervises employees, printing, binding, graphics, GPO, mail services, distribution, customer service, program management and forms management.

Performs studies and makes revisions to existing policies and procedures to ensure the effective implementation and execution of the multifaceted programs of an organization.

Authoritative mastery of all aspects of a major management function, including concepts, laws, and public policy issues; ability to assess the political and institutional environment; ability to analyze and relate complex variables to a specific policy issue and frame feasible options

## **Principle Objective:**

The incumbent of the position serves as Chief of the Mail and Multimedia Division. In this capacity, the incumbent supervises employees who provide operational services and policy guidance for printing, binding, graphics, mail, and distribution services. In addition, the division manages the use of Departmental seals, emblems, and logos.

## **Series Definition**

Performs or manages administrative work not classifiable in a more specific series. Requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives.

## **General Duties and Responsibilities:**

Serves as the policy and planning authority and the expert advisor to top managers and outside officials on a management function or major extramural program for a bureau or major line component; develops, recommends, and implements policies that lead directly to the accomplishment of major programs; or serves as the principal administrative advisor to the head of a major line component with operational responsibilities for budget, procurement, personnel, and/or other administrative functions.

## **To Apply**

Email your resume, Cover Letter, professional references, non-competitive eligibility (NCE) documents to: Tiona Galllion, [tgallion@doc.gov](mailto:tgallion@doc.gov) by COB (**May 31, 2022**). Personal Identifiable Information (PII) must be redacted or removed prior to sending any documents as a part of this application. Examples of PII are: social security numbers (even if truncated to the last 4), date of birth and specific medical information. DD 214s and VA disability letters often have PII on them, please review your document carefully before sending.

Note: The Subject line should clearly indicate the position for which you wish to be considered. Please ensure the content of your resume adequately addresses the qualification requirements of the position as listed in the solicitation announcement.

Selection will be made without discrimination for non-merit reasons such as race, color, religion, sex, national origin, age, handicapping condition, marital status, sexual orientation, or political affiliation.